

**MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
DECEMBER 3, 2019**

The Putnam County Regional Planning Commission met at 6:00 p.m. on Tuesday, December 3, 2019, in the conference room of the Putnam County Courthouse at 300 E. Spring Street in Cookeville. Members present were Chairman Jere Mason, Secretary Mike Atwood, David Mattson, Ted McWilliams, Phil Wilbourn, and Ron Williamson. Members Vice-Chairman Dale Moss, Jeff Jones, and Jim Martin were absent. Others present were Planning Director Kevin Rush, Engineer Patrick Rinks, Terry and Connie Lee, Fred Stout, Ronnie Phillips, Nicholas Norris, Savannah Gambrell, Stephen Raper of Vick Surveying, Taylor Dillehay of Whittenburg Surveying, Rafferty Cleary of Stonecom Communications and Jim Herrin of the Herald-Citizen.

ITEM 1: CALL TO ORDER AND ROLL CALL

Chairman Jere Mason called the meeting to order after a quorum was established.

ITEM 2: APPROVE THE DECEMBER 3, 2019 AGENDA

The meeting agenda was approved by mutual consent with the addition of The Stockton Division as item 8.G.

ITEM 3: MINUTES OF THE NOVEMBER 5, 2019 MEETING

Phil Wilbourn moved to approve the November 5, 2019 Minutes. Motion was seconded and approved unanimously.

ITEM 4: REVIEW OF APPROVED PRELIMINARY PLATS

Revised Westowne Estates Preliminary Plat, Whittenburg Surveying. Conditional preliminary approval 7/10/18.

Redivision of Lots 4 & 5 Beckner Estates, Jim Helton, Surveyor. Conditional preliminary approval 12/2/14. Extension granted until December, 2019.

Penhook Acres Subdivision, Vick, Surveyor. Conditional preliminary approval 5/7/2019.

Blackburn Farms, Whittenburg Surveying. Conditional preliminary approval 9/3/2019.

ITEM 5: OUTSTANDING LETTERS OF CREDIT: Larry Hatfield (Pembroke Pines S/D) LOC \$200,000 Expires 8/6/2020

ITEM 6: ACCEPTANCE OF NEW STREETS: NONE

ITEM 7: REPORT ON ADMINISTRATIVELY APPROVED PLATS:

A. LOT 10 OF PINNACLE VIEW AND PART OF LOT 19 OF HERITAGE GREEN, VICK SURVEYING

Combined lot 10 (051 001.06) of Pinnacle View with part of in lot 19 of Heritage Green (041L L 019.00) with more than 5 acres remaining. Administratively approved 11-6-19.

B. TROY AND EMMA JEAN RAY DIVISION, WHITTENBURG SURVEYING

Created one lot with a house (and a shed that violated the side setback) on West Thomas Allen Road from parcel 004 012.00. Administratively approved 11-14-19.

C. REDIVISION OF LOTS 1 AND 2 OF PARAN FARMS, WHITTENBURG SURVEYING

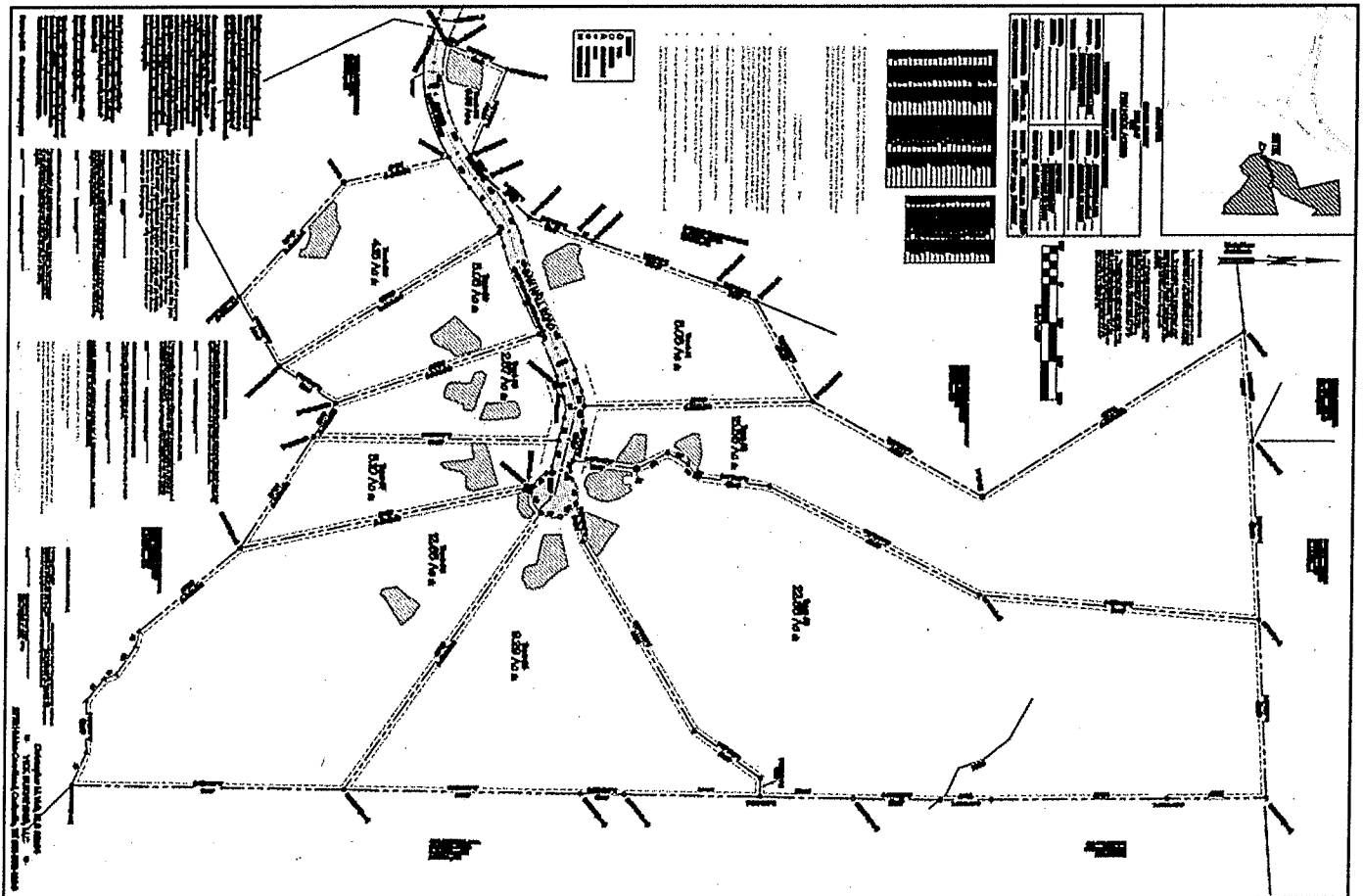
Lot line amendment between Paran Farms lot 1 (008L A 001.00) and lot 2 (008L A 002.00) on Pressley Ln. The new lot line took all the soil area from lot 2 and added it to lot 1, and required lot 2 to be reapproved by TDEC. Administratively approved 11-24-19.

ITEM 8: SUBDIVISION PLATS:

B. PENHOOK ACRES FINAL PLAT, VICK SURVEYING

The purpose of this plat is to divide one 76 acre on San Hall Road (Parcel 070-073.00) into 11 tracts ranging from 0.63 acres to 20.05 acres. Only lots 7-11 will be less than 5 acres in size. This will require an extension of San Hall Road into the site. The extension will be approximately 1250 feet in length. This was approved subject to the developer widening San Hall Rd. to at least 16 feet in width, which has been done. Road was actually widened to 20 feet.

Ted McWilliams moved to approve the final plat as presented upon finding all the improvements have been completed, subject to all signatures. Motion was seconded and approved unanimously.



C. BLACKBURN FARMS FINAL PLAT, WHITTENBURG SURVEYING

The subdivision consists of 6 lots on 3.26 acres at the corner of Kinniard Rd and Free Hill Rd. from 027-088.00. The lots will be served by 4 inch water lines and will require sprinklers. Lots will range 0.47 ac to 0.70 acres. The remainder of the tract will be over 5 acres. The lots have been soil approved, by TDEC.

Mike Atwood moved to approve the final plat as presented, subject to all signatures. Motion was seconded and approved unanimously.

[illegible]

D. CONNIE PIPPIN FINAL PLAT, WHITTENBURG SURVEYING

This is create one 0.49 acre lot at the intersection of Hwy 70 and Peach Orchard Rd. with more than 5 acres remaining. The drive is currently shared between this house and the Brandon Pippin lot. They do plan on building a drive on the Brandon Pippin lot and not allow access via this lot. Due to the angle at which Peach Orchard intersects 70, the house on this lot violated the front setback.

After some discussion, Mike Atwood moved to approve the plat subject to TDOT approval of the driveway on the Brandon Pippin lot, with a variance on the house and shed being in the setback, and subject to all signatures. Motion was seconded and approved unanimously.

<p>CERTIFICATE OF OWNERSHIP AND DEDICATION</p> <p>I HEREBY CERTIFY THAT I AM THE OWNER(S) OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT I (WE) HEREBY ACCEPT THIS PLAN OF SUBDIVISION WITH ALL RESTRICTIONS, EASEMENTS, AND DEDICATIONS OF ALL RIGHTS, WALKS, PARKS, AND OTHER OPEN SPACES TO PUBLIC AND PRIVATE USE AS SHOWN (FURTHERMORE, I (WE) HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON IS NOT PROHIBITED UNDER ANY CURRENT PUTNAM RESTRICTIONS OR COVENANTS ON THE PROPERTY.</p> <p>DATE _____ OWNER _____</p>	<p>CERTIFICATE OF THE APPROVAL FOR RECORDING</p> <p>I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION STANDARDS FOR PUTNAM COUNTY, TENNESSEE, WITH THE EXCEPTION OF SUCH VARIANCES IF ANY, AS NOTED IN THE COMMENTS OF THE PLANNING COMMISSION AND THAT IT HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE COUNTY REGISTER.</p> <p>DATE _____ SECRETARY, PLANNING COMMISSION _____</p>	<p>N W E S</p> <p>TNS 10-100</p> <p>GRAPHIC SCALE (IN FEET) 1 inch = 50 ft.</p>	<p>VICINITY MAP (NOT TO SCALE)</p>																				
<p>CERTIFICATE OF ACCURACY</p> <p>I HEREBY CERTIFY THAT THE PLAN SHOWN AND DESCRIBED HEREON IS TRUE AND CORRECT SURVEY TO THE ACCURACY REQUIRED BY THE PUTNAM COUNTY REGIONAL PLANNING COMMISSION AND THAT THE MONUMENTS HAVE BEEN PLACED AS SHOWN HEREON TO THE SPECIFICATIONS OF THE PUTNAM COUNTY PLANNING COMMISSION.</p> <p>DATE _____ DESIGNER/SURVEYOR _____</p>	<p>BUILDING SETBACK NOTE</p> <p>ANY NEW CONSTRUCTION OR ADDITIONS TO ANY CURRENT STRUCTURES OR ANY REPLACEMENT OF A PERMITTED STRUCTURE ENCROACHING ON SETBACK REQUIREMENTS MUST ABIDE BY CURRENT SETBACKS.</p>		<p>PARCEL REFERENCE</p> <p>BEING A PORTION OF PARCELS 8041, AS SHOWN ON PUTNAM COUNTY TAX MAPS.</p>																				
<p>CERTIFICATE FOR LOTS FRONTING COUNTY OR STATE ROAD</p> <p>I HEREBY CERTIFY THAT THE SUBDIVISION AS SHOWN HEREON IS SURVEYED BY A COUNTY OR STATE ROAD AND RIGHT-OF-WAYS ARE APPROPRIATE.</p> <p>DATE _____ PUTNAM COUNTY ROAD SUPERVISOR _____</p>	<p>DEED REFERENCE</p> <p>BEING THE SAME PROPERTY CONVEYED TO CONNIE M. PIPPIN, OF RECORD IN RECORD BOOK 43 PAGE 10, 4-20-14, TN.</p>	<p>PLAT REFERENCE</p> <p>BEING A PORTION OF LOT 1 OF A PLAT ENTITLED "AL. FORTCH & SONS, INC. RECORD IN PLAT CABBINET 41, SLIDE 427, 8-20-14, TN.</p>	<p> IF YOU DRO IN TENNESSEE... CALL US FIRST! 1-800-393-1111 1-615-366-1987 TENNESSEE ONE CALL IT'S THE LAW</p>																				
<p>GENERAL NOTES</p> <ol style="list-style-type: none"> 1. THE PURPOSE OF THIS PLAT IS TO CREATE ONE (1) RESIDENTIAL LOT. 2. THIS SURVEY WAS DONE IN COMPLIANCE WITH CURRENT TENNESSEE MINIMUM STANDARDS OF PRACTICE. 3. FOR BOUNDARY AND/OR TOPOGRAPHIC ASPECTS OF THIS SURVEY, RTK GPS POSITIONAL DATA WAS OBTAINED ON OCTOBER 30, 2019 UTILIZING A TOPCON HYPER V LOCAL FREQUENCY RECEIVER. THE GRID COORDINATES OF THE FIXED STATION SHOWN WERE DERIVED USING THE CLOSEST RTK110 CORS STATION (11E1200) TO 1000 FT. (1.000) (1.000) (1.000) (1.000). *INTERNAL ACCURACY OF THE GPS VECTORS DOES NOT EXCEED 10MM/VISIB. 4. THIS SURVEY IS SUBJECT TO ANY EASEMENTS, RIGHTS-OF-WAY, RESTRICTIONS AND/OR EXCEPTIONS WHICH MAY AFFECT SAID PROPERTY. 5. THIS SURVEY WAS PREPARED FROM THE CURRENT FIELD OF RECORD AND DOES NOT REPRESENT A TITLE SEARCH OR A GUARANTEE OF TITLE AND IS SUBJECT TO ANY STATE OF FACTS A CURRENT TITLE SEARCH WILL REVEAL. 6. THIS PLAT DOES NOT PURPORT TO ADDRESS THE EXISTENCE, LOCATION OR DELINEATION OF ANY ENVIRONMENTAL PROBLEMS LOCATED WITHIN THE PERIMETER OF THE PROPERTY SHOWN HEREON. 7. LOCATIONS OF UTILITIES ARE APPROXIMATE. CONTACT THE APPROPRIATE UTILITY FOR LOCATIONS OF UNDERGROUND SERVICES. 8. ACCORDING TO FEMA FLOOD RISK INSURANCE MAP #160802D DATED 07-30-2002, NO PORTION OF THIS PROPERTY LIES WITHIN A FLOOD HAZARD AREA. 	<p>LEGEND</p> <ul style="list-style-type: none"> IRON REBAR (N/A) METAL FENCE LINE WATER METER WATER VALVE PIPE HUMP UTILITY POLE POWER LINE FENCE LINE TIFFIN POLE LINE WATER LINE MINIMUM REQUIRED SETBACK LINE RIGHT-OF-WAY PUTNAM COUNTY, TN. GRAVEL AREA CONCRETE AREA ASPHALT SURFACE 	<p>TOTAL AREA = 21,523 SQ. FT. OR 0.49 ACRES.</p>	<p>FINAL SUBDIVISION PLAT CONNIE M. PIPPIN DIVISION AL. FORTCH & SONS, INC.</p> <table border="1"> <tr> <td>DRAWN BY:</td> <td>ANG</td> <td>ACRES:</td> <td>0.49</td> </tr> <tr> <td>NUMBER OF LOTS:</td> <td>1</td> <td>JOB NUMBER:</td> <td>16-001</td> </tr> <tr> <td>PARCEL #:</td> <td>16-001</td> <td>DATE:</td> <td>11-15-2019</td> </tr> <tr> <td>ADDRESS:</td> <td>161 PEACH ORCHARD ROAD</td> <td>SCALE:</td> <td>AS SHOWN</td> </tr> </table> <table border="1"> <tr> <td>OWNERS</td> <td>SURVEYOR</td> </tr> <tr> <td>CONNIE M. PIPPIN 161 PEACH ORCHARD ROAD COKKSVILLE, TN 38018 615-655-0104</td> <td>TAYLOR DELANEY WHITTENBURG, TN 38090 30 EAST NORTON STREET COKKSVILLE, TN 38018 615-524-4240</td> </tr> </table>	DRAWN BY:	ANG	ACRES:	0.49	NUMBER OF LOTS:	1	JOB NUMBER:	16-001	PARCEL #:	16-001	DATE:	11-15-2019	ADDRESS:	161 PEACH ORCHARD ROAD	SCALE:	AS SHOWN	OWNERS	SURVEYOR	CONNIE M. PIPPIN 161 PEACH ORCHARD ROAD COKKSVILLE, TN 38018 615-655-0104	TAYLOR DELANEY WHITTENBURG, TN 38090 30 EAST NORTON STREET COKKSVILLE, TN 38018 615-524-4240
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E. JEREMY ROBINSON DIVISION FINAL PLAT, WHITTENBURG SURVEYING

This is create one 3.57 acre lot (082 043.21) on Seven Springs Road with more than 5 acres remaining. The lot will be a flag lot with 24.98 ft of road frontage. Remainder is not shown with any road frontage. They may be wanting to share a driveway with an adjoining property. The lot in front of this lot (between this lot and the road, 082 043.20) has a drive that cross the pole portion of this lot onto a driveway on another parcel (082 043.19).

Taylor Dillehay stated that Mr. Robinson owned an adjoining tract. Staff stated that the remaining 5 acres be added to the other tract owned by Mr. Robinson. Taylor stated that that tract may be across the 50 foot strip shown on the plat.

Staff then recommended that the plat be deferred until January to allow the surveyor to determine if the other tract owned by Mr. Robinson actually adjoins this proposed subdivision. Mike Atwood moved to defer the plat until the January 2020 meeting to allow surveyor to determine if the other tract adjoins this proposed subdivision or not. Motion was seconded and approved unanimously.

CERTIFICATE OF OWNERSHIP AND DEDICATION I (WE) HEREBY THAT (AM) (ARE) (THE OWNERS) THE PROPERTY SHOWN AND DESCRIBED HEREON, AND THAT I (WE) HEREBY ADOP THIS PLAN OF SUBDIVISION WITH ANY (OUR) (THEIR) CONSENT, ESTABLISH THE MINIMUM BUILDING RESTRICTIONS, AND DEDICATE ALL STREETS, ALLEYS, WALKS, ROADS, AND OTHER OPEN SPACES TO PUBLIC AND PRIVATE USE AS NOTED FURTHERMORE, I (WE) HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON IS NOT PREVENTED BY ANY AND ALL EXISTING FEES, RESTRICTIONS OR COVENANTS ON THE PROPERTY. DATE _____ OWNER _____	CERTIFICATION OF PROPERTY ADDRESS I HEREBY CERTIFY THAT THE SUBDIVISION AS SHOWN HEREON AND PROPERTIES THEREON HAVE BEEN ASSIGNED ADDRESSES AS PER THE PUTNAM COUNTY STREET NAMING AND PROPERTY NUMBERING SYSTEM, AND THAT HEREAFTER PROPERTIES SHALL BE ADDRESSED AS SHOWN HEREON. DATE _____ DIRECTOR, PUTNAM COUNTY COM. _____		VICINITY MAP (NOT TO SCALE)																		
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LEGEND OHH ROUTE HIGHWAY OHH OPEN DRAINAGE SSS NON-DEVELOPMENT WLL WATERLINE MML MINERAL RIGHTS SLL STREET LINE RLL REGISTERED OF PUTNAM COUNTY, TN GAA GRAVE AREA AFS AIRPORT SURFACE																					
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TOTAL AREA - 153,332 SQ. FT. OR 3.57 ACRES.																					

F. JACKSON PASSAGE PHASE II FINAL PLAT, WHITTENBURG SURVEYING

This is create one 2.65 acre lot on Jackson Passage from 016 004.06. with more than 5 acres remaining. Remainder will not have any road frontage. In March of this year, the developer adjusted the lot lines in a plat that was administratively approved. Staff informed surveyor that even though the one of the lots would be over 5 acres, the way that the new lines were drawn, no further subdivision would be allowed without the developer building a road. Developer now wants to re-divide in one 5 acre tract and one 2.65 acre tract with an easement for ingress/egress to the 5 acre tract.

Plat was withdrawn by the developer. No action was taken.

[illegible]

ITEM 9: OTHER BUSINESS: Training exercise and general zoning discussion.

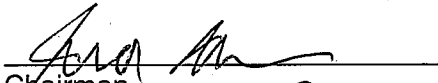
The training exercise using the last zoning draft was postponed.

ITEM 10: STAFF REPORTS

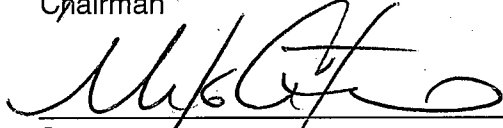
- Report from Chairman: Informed the planning commission that Kim Mills in Kevin's office was retiring.
- Report from Planning Commission Engineer: None
- Report from Planning Director: None
- Report from other Members: None

ITEM 11: ADJOURNMENT

With no further business to discuss, the meeting was adjourned by mutual consent.


Chairman

1-7-20
Date


Secretary

1-7-20
Date

**MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
NOVEMBER 5, 2019**

The Putnam County Regional Planning Commission met at 6:00 p.m. on Tuesday, November 5, 2019, in the conference room of the Putnam County Courthouse at 300 E. Spring Street in Cookeville. Members present were Chairman Jere Mason, Vice-Chairman Dale Moss, Secretary Mike Atwood, Jeff Jones, David Mattson, Ted McWilliams, and Phil Wilbourn. Members Jim Martin and Ron Williamson were absent. Others present were Planning Director Kevin Rush, Engineer Patrick Rinks, Roan and Tanna Crain, Taylor Dillehay of Whittenburg Surveying, Rafferty Cleary of Stonecom Communications and Jim Herrin of the Herald-Citizen.

ITEM 1: CALL TO ORDER AND ROLL CALL

Chairman Jere Mason called the meeting to order after a quorum was established.

ITEM 2: APPROVE THE NOVEMBER 5, 2019 AGENDA

Ted McWilliams made motion to approve agenda which was seconded and approved.

ITEM 3: MINUTES OF THE OCTOBER 1, 2019 MEETING

Dale Moss moved to approve the October 1, 2019 Minutes. Motion was seconded and approved unanimously.

ITEM 4: REVIEW OF APPROVED PRELIMINARY PLATS

Revised Westowne Estates Preliminary Plat, Whittenburg Surveying. Conditional preliminary approval 7/10/18.

Redivision of Lots 4 & 5 Beckner Estates, Jim Helton, Surveyor. Conditional preliminary approval 12/2/14. Extension granted until December, 2019.

Penhook Acres Subdivision, Vick, Surveyor. Conditional preliminary approval 5/7/2019.

ITEM 5: OUTSTANDING LETTERS OF CREDIT: Larry Hatfield (Pembroke Pines S/D) LOC \$200,000 Expires 8/6/2020

ITEM 6: ACCEPTANCE OF NEW STREETS: NONE

ITEM 7: REPORT ON ADMINISTRATIVELY APPROVED PLATS:

THERESA TAYES DIVISION, VICK SURVEYING

Combined and re-divided two parcels on Bee Rock Road into 2 lots with more than 5 acres remaining in a separate tract. Parcels 071-093.00 and 071-093.01 were combined and re-divided into one 1.73 acre lot and one 0.77 acre lot. Administratively approved 10-28-19.

ITEM 8: SUBDIVISION PLATS:

A. ROAN CRAIN DIVISION, MAPLES SURVEYING

One 3-lot subdivision on Johnnie Bud Lane, from Tax Map 018, Parcel 0010.00. Lot 1 has an existing house. Lot 3 has a house currently under construction. Lot 2 is vacant. There will be more than 5 acres remaining in the tract. Lots will be served by fire hydrants in the Garrison Heights Subdivision.

Roan Crain informed the commission that the house on Lot 1 was started in the 2000's and got to the rough in inspection but stopped due to a divorce. These are three lots off of a larger tract. After some discussion, Mike Atwood moved to approve the plat subject to showing all drainage tiles and adding a distance to the existing hydrants. Motion was seconded and approved unanimously.

[illegible]

C. CECIL SHUBERT DIVISION PHASE 1, MAPLES SURVEYING

This is a one lot subdivision of a parcel on Cherry Creek Road that is split by the county line. Part of this lot is from Putnam County Tax Map 108, Parcel 002.00 and part will be from White County Tax Map 004, Parcel 005.00. This subdivision will have to be approved by both planning commissions and recorded in both counties. Once recorded in both, the assessors of property will have to work out how the property is taxed. Staff recommended signature blocks for both counties and record in both counties.

The setbacks shown on the plat are the more restrictive from each county's subdivision regulations. Front setback is 40 feet in White County verses 30 foot in Putnam County; 25 foot side setback from White County instead of the 10 foot in Putnam County; and a 10 foot rear setback from Putnam County, instead of White County's zero setback.

After some discussion about how the taxes will be handled on this lot, Phil Wilbourn moved to approve the plat, subject to TDEC septic approval (soil approval). Motion was seconded and approved unanimously.

WHITE COUNTY

PUTNAM COUNTY

AREA RESERVED FOR SOILS RESTRICTIONS

CECIL SHUBERT DIVISION, PHASE I

PROJECT INFORMATION		SUBDIVISION INFORMATION	
PROJECT NAME	CECIL SHUBERT DIVISION, PHASE I	SUBDIVISION NAME	MAPLES SURVEYING
LOT NUMBER	1	LOT AREA	2.299 AC
SETBACKS	30.00' FRONT, 25.00' SIDE, 10.00' REAR	COUNTY	WHITE AND PUTNAM
DATE	11/05/2019	SURVEYOR	[Signature]
SCALE	1 inch = 100 feet		

D. LUPINACCI FAMILY TRUST PLAT, WHITTENBURG SURVEYING

This is a line adjustment on New Window Cliff Road, specifically Parcel 001.00 and 006.00 on Map 110O, Group A. The driveway to the house on Parcel 006.00 was built on Parcel 001.00 and actually encroaches into Map 111, Parcel 040.00 owned by the State of TN. This plat will put the driveway on the lot with the house, except for the part encroaching on 111-040.00. The remainder of Parcel 006.00 will be greater than 5 acres and has other frontage on New Window Cliff Road.

Jeff Jones moved to approve the plat as presented. Motion was seconded and approved unanimously.

[illegible]

ITEM 9: OTHER BUSINESS: Training exercise and general zoning discussion.

Planning Director Rush passed out copies of the 2007 zoning draft to the planning commission to read and discuss at the next meeting. Planning Director Rush informed the commission of a few changes he had made to the draft. The definitions of a mobile home and manufactured home were changed in state law a few years back, and were updated in the draft. He also changed special exception to conditional use throughout the draft. Both terms have the same definition and meaning, but conditional use has a more accurate connotation. Planning Director Rush also recommended combining the A-1 district into the Rural Residential district, since the county does not have any authority to regulate agricultural/forestry uses with the exception of large scale hog and chicken farms that are considered industrial animal production.

ITEM 10: STAFF REPORTS

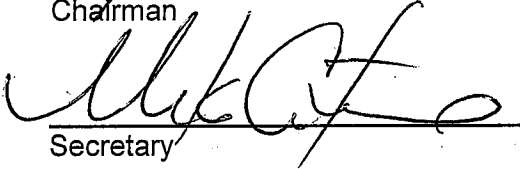
- Report from Chairman: None
- Report from Planning Commission Engineer: None
- Report from Planning Director: None
- Report from other Members: Dale Moss stated that he would not be at the December meeting of the planning commission.

ITEM 11: ADJOURNMENT

With no further business to discuss, the meeting was adjourned by mutual consent.


Chairman

12-3-19
Date


Secretary

12-3-19
Date

**MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
OCTOBER 1, 2019**

The Putnam County Regional Planning Commission met at 6:00 p.m. on Tuesday, October 1, 2019, in the conference room of the Putnam County Courthouse at 300 E. Spring Street in Cookeville. Members present were Secretary Mike Atwood, Jeff Jones, Jim Martin, Jere Mason, David Mattson, Dale Moss, and Phil Wilbourn. Members absent were Ted McWilliams and Ron Williamson. Others present were Planning Director Kevin Rush, Engineer Patrick Rinks, Stephen Raper of Vick Surveying, Rafferty Cleary of Stonecom Communications and Jim Herrin of the Herald-Citizen.

ITEM 1: CALL TO ORDER AND ROLL CALL

Secretary Mike Atwood introduced new members Jeff Jones and David Mattson and then called the meeting to order after a quorum was established.

ITEM 1A: ELECTION OF OFFICERS

Since the chair and vice chair positions are vacant, Secretary Atwood called for nominations for chairman. Dale Moss nominated Jere Mason. There were no other nominations. Nomination of Jere Mason to be chairman was seconded and approved on a unanimous vote. Secretary Atwood turned the meeting over to Chairman Mason.

Chairman Mason called for nominations for vice-chairman. Mike Atwood nominated Dale Moss. There were no other nominations. Nomination of Dale Moss to be vice-chairman was seconded and approved on a unanimous vote.

Chairman Mason called for nominations for Secretary. Jim Martin nominated Mike Atwood. There were no other nominations. Nomination of Mike Atwood to be secretary was seconded and approved on a unanimous vote.

ITEM 2: APPROVE THE OCTOBER 1, 2019 AGENDA

Planning Director Rush informed the planning commission that the Ronnie Hargis plat was submitted late and asked the planning commission to add it as Item 8A. Phil Wilbourn made motion to revise Agenda with second by Jim Martin. The agenda was accepted by mutual consent with the plat added to the agenda as Item 8a.

ITEM 3: MINUTES OF THE SEPTEMBER 3, 2019 MEETING

Jim Martin moved to approve the September 3, 2019 Minutes. Motion was seconded and approved unanimously.

ITEM 4: REVIEW OF APPROVED PRELIMINARY PLATS

Revised Westowne Estates Preliminary Plat, Whittenburg Surveying. Conditional preliminary approval 7/10/18.

Redivision of Lots 4 & 5 Beckner Estates, Jim Helton, Surveyor. Conditional preliminary approval 12/2/14. Extension granted until December, 2019.

Penhook Acres Subdivision, Vick, Surveyor. Conditional preliminary approval 5/7/2019.

ITEM 5: OUTSTANDING LETTERS OF CREDIT: Larry Hatfield (Pembroke Pines S/D) LOC \$200,000 Expires 8/6/2020

ITEM 6: ACCEPTANCE OF NEW STREETS: NONE

ITEM 7: REPORT ON ADMINISTRATIVELY APPROVED PLATS:

A. P/O TRACT 2 OF HULON RODGERS HEIRS SURVEY (PLAT CABINET C, SLIDE 159), VICK SURVEYING

This is a one lot subdivision of an old illegal division on Cumby Road. This lot was split from the rest of a farm by Cumby Road. (Tax Map 016, Parcel 023.04) Barn is in the setback. Vacant but had house that burned down. Administratively approved 8-28-19.

B. SHAWN ALLEN PROPERTY DIVISION, VICK SURVEYING

Line adjustments creating a 3.88 lot on Landscape Road from 064-054.00. Remaining acreage combined with another tract. Administratively approved 9-5-19.

ITEM 8: SUBDIVISION PLATS

A. SUBDIVISION OF RONNIE HARGIS PROPERTY, VICK SURVEYING

At the September meeting the planning commission discussed this potential subdivision. From the minutes of that meeting:

Ron Hargis is wanting to sell a house off of his property that is in an illegal subdivision. The house is on Hummingbird Lane where 63,000 is written on the attached survey. He gave me a copy of a letter the planning commission sent out regarding the lack of subdivision approval. Since this was in an illegal subdivision, staff informed him that he would need to come to the planning commission meeting and discuss this with the planning commission before proceeding.

Tax records show this as two parcels.

<https://tnmap.tn.gov/assessment/?GISLink=071077++++00801> and
<https://tnmap.tn.gov/assessment/?GISLink=071077++++02606>.

He had it surveyed and combined to build the house. Now he wants to sell the house and some acreage, approximately 1.75 ac.

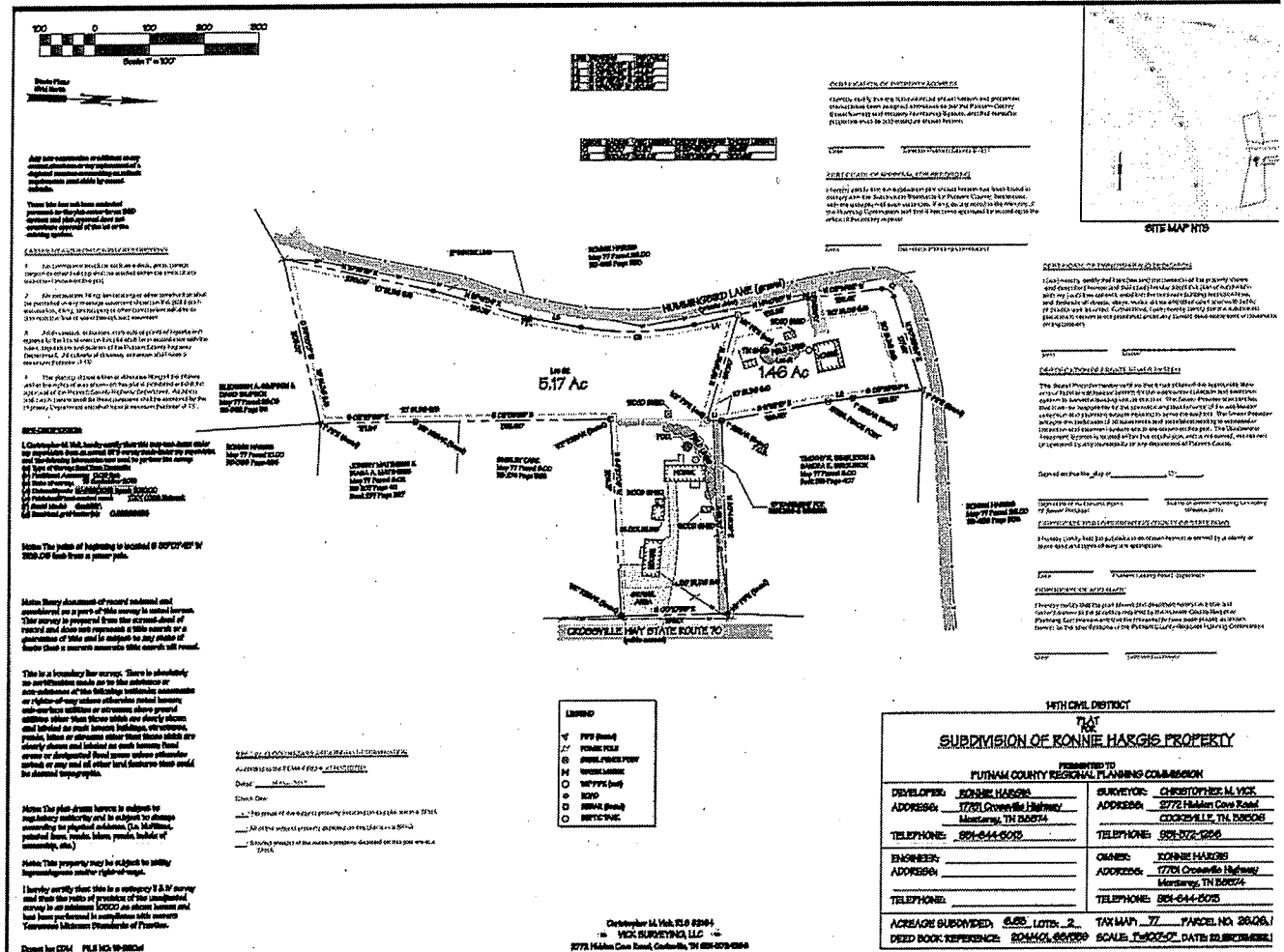
Planning Director Rush stated that the only way that he can see to subdivide the combined parcel would be to do a flag lot with frontage on Highway 70 as drawn on the survey. This might require a variance if the double-wide is too close to the new property line. (It all depends on exactly how much space is between the double-wide and the existing property line. If it is 35 or more feet, then there would be plenty of room for a 25 foot strip plus the 10 foot setback). TDOT would also have to approve the driveway for the new lot. This method should solve any title issues and bring at least these two proposed lots into compliance.

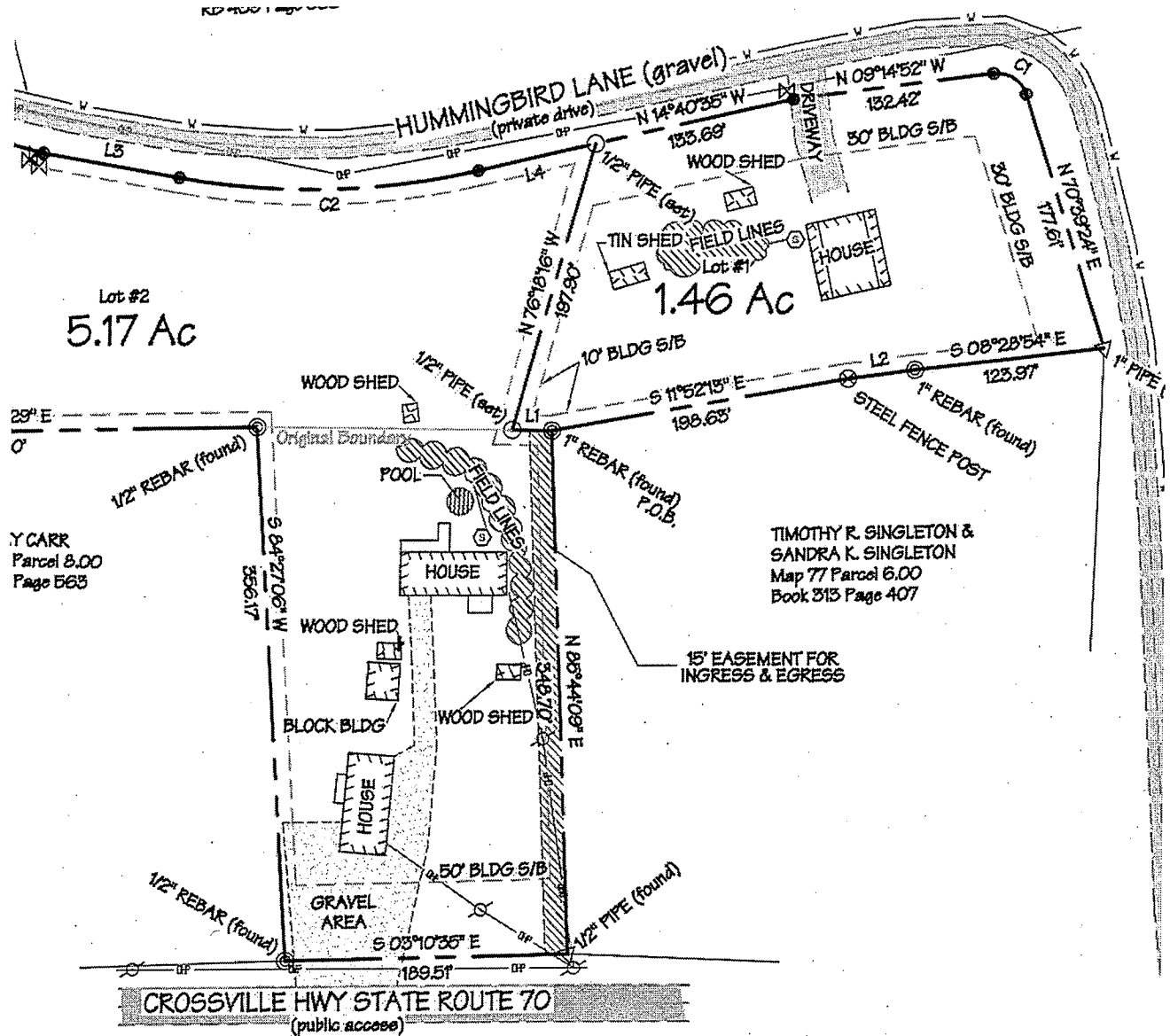
After much discussion, the planning commission indicated that they would be amenable to approving such a plat as discussed, depending on the specifics of the plat (specifically, if there is enough room between the double-wide to have an adequate means of ingress and egress.) The planning commission indicated that they would require the developer to install a new driveway to the house running beside the double-wide.

This plat is to create one 1.46 acre lot that is proposed to be accessed by a fifteen (15) foot easement, not a fee simple strip that would make the lot a flag lot. The planning commission discussed the proposed development. Two versions were discussed; one with 15' easement and one with 15' fee simple. Staff Planner Rush recommended against easement. After much discussion, Mike Atwood moved to approve the plat subject to

Minutes of the Putnam County Regional Planning Commission October 1, 2019 Meeting

changing the easement to fee simple part of Lot 1, with a variance on the length and width of the strip, and with the addition of a plat note stating that no further subdivision of Lot 2 (no additional flag lots) will be allowed without more right-of-way and subject to TDOT approval. Motion was seconded and approved unanimously.





ITEM 9: OTHER BUSINESS: None


ITEM 10: STAFF REPORTS


- Report from Chairman: None
- Report from Planning Commission Engineer: Planning Commission Engineer Rinks stated that they have paved the roads in Penhook Acres Subdivision. Randy Jones was able to get 20' wide asphalt from subdivision to Pen Hook Road rather than requested 16'. He also informed the planning commission that the roads in Westowne have been proof rolled and that they plan to pave after the waterlines are installed.
- Report from Planning Director: Planning Director Rush conducted a training session using an old copy of the Planning Commissioner's Handbook. While discussing county wide zoning as part of the training, the planning commission requested to review the last draft of the proposed county wide zoning ordinance as a training exercise and to have something ready if the county commission wants the planning commission to study it again at a later date.

- Report from other Members: Mike again welcomed new members and encouraged them to attend the meetings.

ITEM 11: ADJOURNMENT

With no further business to discuss, the meeting was adjourned by mutual consent.


Chairman


Secretary

11-5-19
Date

11-5-19
Date

**MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
SEPTEMBER 3, 2019**

The Putnam County Regional Planning Commission met at 6:00 p.m. on Tuesday, September 3, 2019, in the conference room of the Putnam County Courthouse at 300 E. Spring Street in Cookeville. Members present were Chairman Richard Wright, Secretary Mike Atwood, Jim Martin, Jere Mason, Dale Moss, Phil Wilbourn, and Ron Williamson. Members absent were Vice-Chair Kay Detwiler and Ted McWilliams. Others present were Planning Director Kevin Rush, Engineer Patrick Rinks, Taylor Dillehay of Whittenburg Surveying, Rafferty Cleary of Stonecom Communications, Jim Herrin of the Herald-Citizen, Jimmy Whittaker, Ronnie Hargis, and Laurie Whittaker.

ITEM 1: CALL TO ORDER AND ROLL CALL

Chairman Wright called the meeting to order after a quorum was established.

ITEM 2: APPROVE THE SEPTEMBER 3, 2019 AGENDA

The agenda was accepted by mutual consent. Planning Director Rush informed the planning commission that Item 8A has been withdrawn by the developer.

ITEM 3: MINUTES OF THE AUGUST 6, 2019 MEETING

Dale Moss moved to approve the August 6, 2019 Minutes. Motion was seconded and approved unanimously, with Chairman Wright abstaining.

ITEM 4: REVIEW OF APPROVED PRELIMINARY PLATS

Revised Westowne Estates Preliminary Plat, Whittenburg Surveying. Conditional preliminary approval 7/10/18.

Redivision of Lots 4 & 5 Beckner Estates, Jim Helton, Surveyor. Conditional preliminary approval 12/2/14. Extension granted until December, 2019.

Penhook Acres Subdivision, Vick, Surveyor. Conditional preliminary approval 5/7/2019.

**ITEM 5: OUTSTANDING LETTERS OF CREDIT: Larry Hatfield (Pembroke Pines S/D) LOC \$200,000
Expires 8/6/2020**

ITEM 6: ACCEPTANCE OF NEW STREETS: NONE

ITEM 7: REPORT ON ADMINISTRATIVELY APPROVED PLATS:

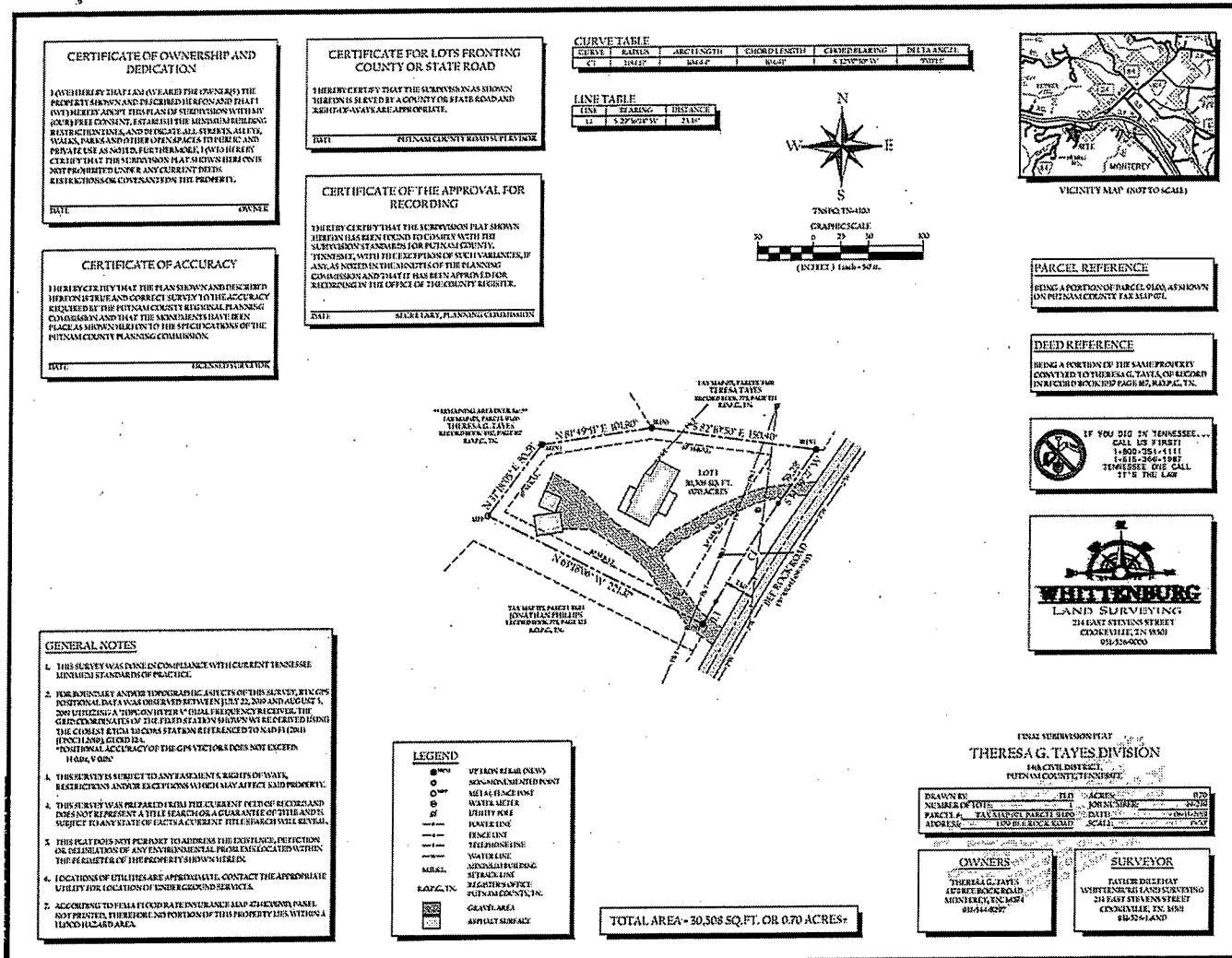
A. RESUBDIVISION OF TRACT 2 OF LOTS 19-25 OF HERMAN BROWN SUBDIVISION, VICK SURVEYING

Lot line amendment on Bloomington Road between Parcels 085.01 and 085.02 on Map 038. Administratively approved 8-12-19.

ITEM 8: SUBDIVISION PLATS

A. THEREASE G. TAYES DIVISION, WHITTENBURG SURVEYING

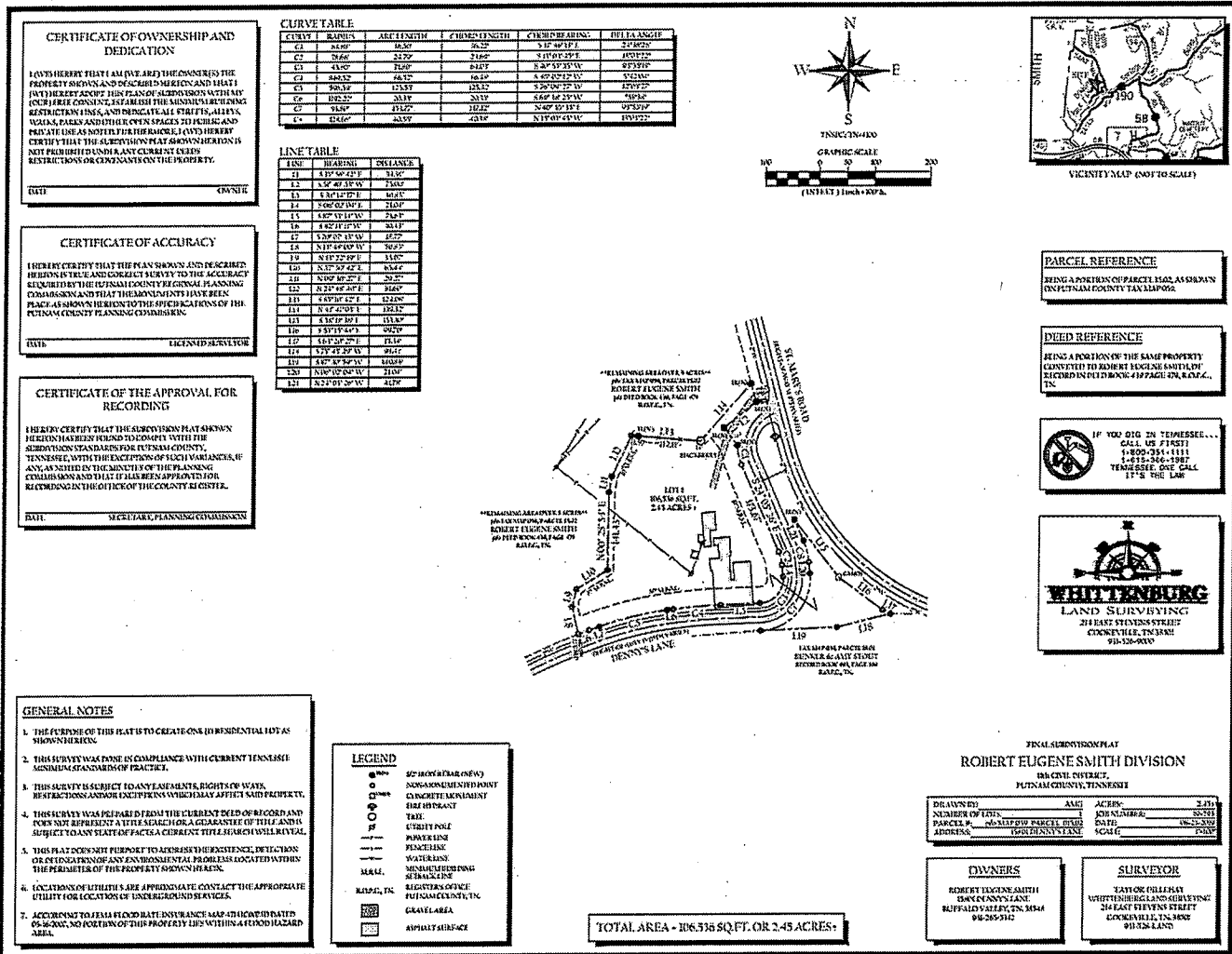
This plat is to create one 0.70 acre lot from 071-093.00 on Bee Rock Road. There is one house on the parcel as well as two out buildings. One out building encroaches into the side setback. The remainder will be a tract larger than 5 acres. The house has a circular driveway which will encroach into the remaining acreage. This plat was withdrawn by the developer. No action was taken.



B. ROBERT EUGENE SMITH DIVISION, WHITTENBURG SURVEYING

This subdivision creates one 2.45 acre lot at the corner of St. Mary's Road and Denny's Lane from Parcel 059-015.02. There is a building on the lot that encroaches into the setback and will actually slightly encroach into the right-of-way when 25 foot off center is dedicated. There will also be a non-contiguous portion across Denny's Lane.

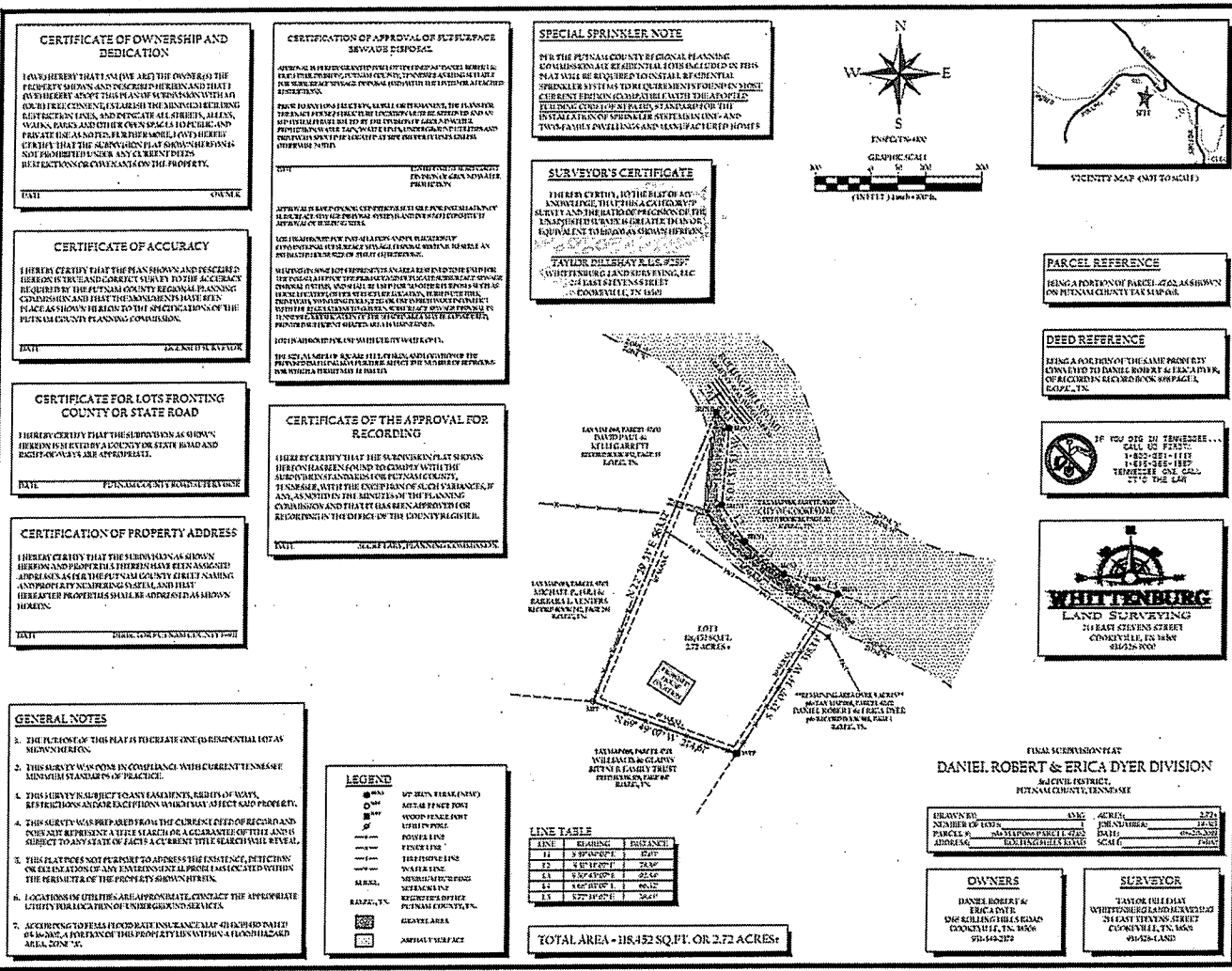
During a staff site review, Planning Commission Engineer Rinks and Planning Director Rush noted a rather large drain that ran through the noncontiguous portion of the lot. Staff stated that this entire portion could be placed in a drainage easement. Taylor Dillehay stated that would be fine with the owner. Staff noted that the encroaching structure is a large chicken coop, not a shed or other human occupied structure. Jim Martin moved to approve the subdivision plat, with a variance on the chicken coop being in the setback, subject to the addition of a drainage easement on the entire noncontiguous portion of the lot. Motion was seconded and approved unanimously, with Chairman Wright abstaining.



C. DANIEL ROBERT & ERICA DYER DIVISION, WHITTENBURG SURVEYING

This subdivision is to create one 2.72 acre lot on Rolling Hills Road from 068-047.02. The remainder will be over 5 acres. The driveway to an existing house on the remainder that is on this lot. They want to use an easement along the existing drive. The remainder does have frontage on Rocky Point Road. This would require a maintenance agreement to be recorded and noted on the plat.

Taylor Dillehay stated that the plat is for the Dyer family to add another house to the property. The Dyers have already recorded the maintenance agreement, which is in Record Book 1142, Page 729. Jim Martin moved to approve the plat with the addition of a note stating no further subdivision will be permitted using the easement. Motion was seconded and approved unanimously, with Chairman Wright abstaining.



D. BLACKBURN FARMS PRELIMINARY PLAT, WHITTENBURG SURVEYING

The subdivision consists of 6 lots on 3.26 acres at the corner of Kinnaird Road and Free Hill Road from 027-088.00. The lots will be served by 4 inch water lines and will require sprinklers. Lots will range from 0.47 acres to 0.70 acres. The remainder of the tract will be over 5 acres. Jim Martin moved to approve the preliminary plat as presented. Motion was seconded and approved unanimously, with Chairman Wright abstaining.

CERTIFICATE OF OWNERSHIP AND RECORDATION

THESE CERTIFICATES ARE REQUIRED BY THE PUTNAM COUNTY PLANNING COMMISSION FOR ALL SUBDIVISIONS. THE PLANNING COMMISSION WILL NOT RECORD A SUBDIVISION PLAT WITHOUT THESE CERTIFICATES. THE PLANNING COMMISSION WILL NOT RECORD A SUBDIVISION PLAT WITHOUT THESE CERTIFICATES.

DATE: _____

CERTIFICATE OF APPROVAL OF SUBSURFACE SEWAGE DISPOSAL

APPROVAL OF THIS SUBDIVISION PLAT IS CONDITIONED UPON THE SUBDIVISION PLAT BEING APPROVED BY THE PUTNAM COUNTY PLANNING COMMISSION. THE PLANNING COMMISSION WILL NOT RECORD A SUBDIVISION PLAT WITHOUT THESE CERTIFICATES.

DATE: _____

CERTIFICATE OF THE APPROVAL FOR RECORDING

THESE CERTIFICATES ARE REQUIRED BY THE PUTNAM COUNTY PLANNING COMMISSION FOR ALL SUBDIVISIONS. THE PLANNING COMMISSION WILL NOT RECORD A SUBDIVISION PLAT WITHOUT THESE CERTIFICATES. THE PLANNING COMMISSION WILL NOT RECORD A SUBDIVISION PLAT WITHOUT THESE CERTIFICATES.

DATE: _____

CERTIFICATE OF THE PLANNING COMMISSION ENGINEER

THESE CERTIFICATES ARE REQUIRED BY THE PUTNAM COUNTY PLANNING COMMISSION FOR ALL SUBDIVISIONS. THE PLANNING COMMISSION WILL NOT RECORD A SUBDIVISION PLAT WITHOUT THESE CERTIFICATES. THE PLANNING COMMISSION WILL NOT RECORD A SUBDIVISION PLAT WITHOUT THESE CERTIFICATES.

DATE: _____

SPECIAL PRELIMINARY NOTE

THESE CERTIFICATES ARE REQUIRED BY THE PUTNAM COUNTY PLANNING COMMISSION FOR ALL SUBDIVISIONS. THE PLANNING COMMISSION WILL NOT RECORD A SUBDIVISION PLAT WITHOUT THESE CERTIFICATES. THE PLANNING COMMISSION WILL NOT RECORD A SUBDIVISION PLAT WITHOUT THESE CERTIFICATES.

DATE: _____

CERTIFICATE OF ACCURACY

THESE CERTIFICATES ARE REQUIRED BY THE PUTNAM COUNTY PLANNING COMMISSION FOR ALL SUBDIVISIONS. THE PLANNING COMMISSION WILL NOT RECORD A SUBDIVISION PLAT WITHOUT THESE CERTIFICATES. THE PLANNING COMMISSION WILL NOT RECORD A SUBDIVISION PLAT WITHOUT THESE CERTIFICATES.

DATE: _____

CERTIFICATE FOR LOTS FRONTING COUNTY OR STATE ROAD

THESE CERTIFICATES ARE REQUIRED BY THE PUTNAM COUNTY PLANNING COMMISSION FOR ALL SUBDIVISIONS. THE PLANNING COMMISSION WILL NOT RECORD A SUBDIVISION PLAT WITHOUT THESE CERTIFICATES. THE PLANNING COMMISSION WILL NOT RECORD A SUBDIVISION PLAT WITHOUT THESE CERTIFICATES.

DATE: _____

CERTIFICATE OF PROPERTY ADDRESS

THESE CERTIFICATES ARE REQUIRED BY THE PUTNAM COUNTY PLANNING COMMISSION FOR ALL SUBDIVISIONS. THE PLANNING COMMISSION WILL NOT RECORD A SUBDIVISION PLAT WITHOUT THESE CERTIFICATES. THE PLANNING COMMISSION WILL NOT RECORD A SUBDIVISION PLAT WITHOUT THESE CERTIFICATES.

DATE: _____

LOT AREA - 24,204 SQ. FT. OR 0.56 ACRES

LOT 2 AREA - 23,191 SQ. FT. OR 0.54 ACRES

LOT 3 AREA - 20,235 SQ. FT. OR 0.47 ACRES

LOT 4 AREA - 21,058 SQ. FT. OR 0.50 ACRES

LOT 5 AREA - 21,010 SQ. FT. OR 0.50 ACRES

LOT 6 AREA - 20,410 SQ. FT. OR 0.47 ACRES

TOTAL AREA - 142,180 SQ. FT. OR 3.26 ACRES

GENERAL NOTES

1. THE PURPOSE OF THIS PLAT IS TO DIVIDE ONE PARCEL INTO TWO LOTS.
2. THESE CERTIFICATES ARE REQUIRED BY THE PUTNAM COUNTY PLANNING COMMISSION FOR ALL SUBDIVISIONS.
3. THE PLANNING COMMISSION WILL NOT RECORD A SUBDIVISION PLAT WITHOUT THESE CERTIFICATES.
4. THE PLANNING COMMISSION WILL NOT RECORD A SUBDIVISION PLAT WITHOUT THESE CERTIFICATES.
5. THE PLANNING COMMISSION WILL NOT RECORD A SUBDIVISION PLAT WITHOUT THESE CERTIFICATES.
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9. THE PLANNING COMMISSION WILL NOT RECORD A SUBDIVISION PLAT WITHOUT THESE CERTIFICATES.
10. THE PLANNING COMMISSION WILL NOT RECORD A SUBDIVISION PLAT WITHOUT THESE CERTIFICATES.

CURVE TABLE

CURVE	BEARING	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	S 12° 00' 00" E	12.00	12.00	S 12° 00' 00" E	27° 00' 00"
C2	S 12° 00' 00" E	12.00	12.00	S 12° 00' 00" E	27° 00' 00"
C3	S 12° 00' 00" E	12.00	12.00	S 12° 00' 00" E	27° 00' 00"
C4	S 12° 00' 00" E	12.00	12.00	S 12° 00' 00" E	27° 00' 00"
C5	S 12° 00' 00" E	12.00	12.00	S 12° 00' 00" E	27° 00' 00"
C6	S 12° 00' 00" E	12.00	12.00	S 12° 00' 00" E	27° 00' 00"
C7	S 12° 00' 00" E	12.00	12.00	S 12° 00' 00" E	27° 00' 00"
C8	S 12° 00' 00" E	12.00	12.00	S 12° 00' 00" E	27° 00' 00"
C9	S 12° 00' 00" E	12.00	12.00	S 12° 00' 00" E	27° 00' 00"
C10	S 12° 00' 00" E	12.00	12.00	S 12° 00' 00" E	27° 00' 00"

LEGEND

SEPARATION BEAR CORNER
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PARCEL REFERENCE

THESE CERTIFICATES ARE REQUIRED BY THE PUTNAM COUNTY PLANNING COMMISSION FOR ALL SUBDIVISIONS. THE PLANNING COMMISSION WILL NOT RECORD A SUBDIVISION PLAT WITHOUT THESE CERTIFICATES. THE PLANNING COMMISSION WILL NOT RECORD A SUBDIVISION PLAT WITHOUT THESE CERTIFICATES.

DATE: _____

DEED REFERENCE

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DATE: _____

SURVEYOR'S CERTIFICATE

THESE CERTIFICATES ARE REQUIRED BY THE PUTNAM COUNTY PLANNING COMMISSION FOR ALL SUBDIVISIONS. THE PLANNING COMMISSION WILL NOT RECORD A SUBDIVISION PLAT WITHOUT THESE CERTIFICATES. THE PLANNING COMMISSION WILL NOT RECORD A SUBDIVISION PLAT WITHOUT THESE CERTIFICATES.

DATE: _____

WHITTAKER LAND SURVEYING

21 EAST KINGS STREET
COPPERHEAD, TN 38019
910-260-0000

BLACKBURN FARMS

14 CROWN STREET
PUTNAM COUNTY, TENNESSEE

OWNERS

RAYMOND WHITTAKER
JUDY WHITTAKER
GENERAL PARTNERSHIP
P.O. BOX 121
COPPERHEAD, TN 38019
910-260-0000

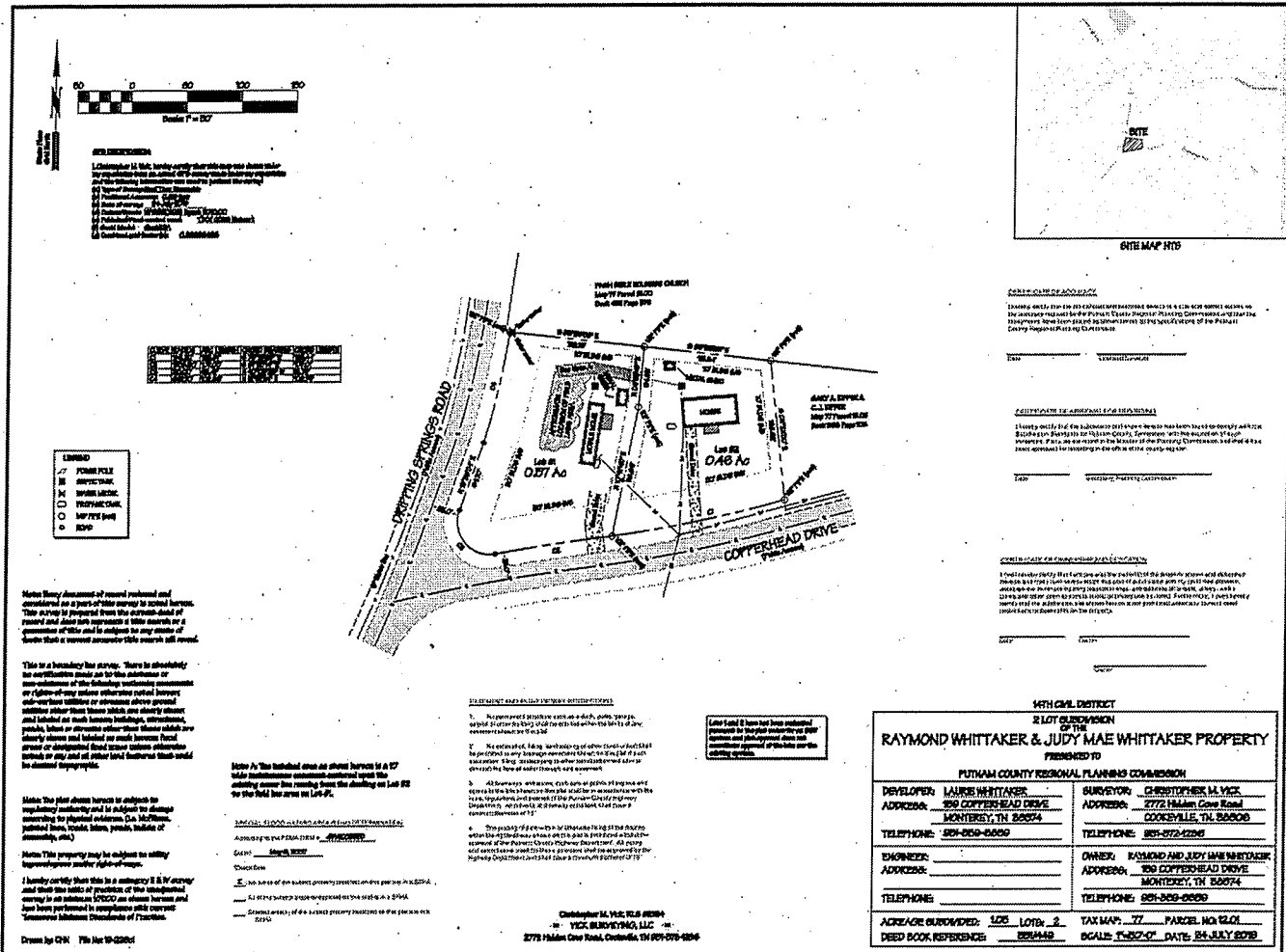
SURVEYOR

TAYLOR P. LEAHY
WHITTAKER LAND SURVEYING
21 EAST KINGS STREET
COPPERHEAD, TN 38019
910-260-0000

E. RAYMOND WHITTAKER AND JUDY WHITTAKER PLAT, VICK SURVEYING

This subdivision plat is to divide one parcel with two homes (one house and one mobile home) into a lot for each home. The lot is at the corner of Dripping Springs Road and Copperhead Drive, specifically Parcel 077-012.01. The homes each have a septic tank but share field drain lines (located on the proposed lot with the mobile home). Planning Director Rush recommends that a septic be approved and installed on the house lot.

The Whittakers stated the septic and field lines have been in for over 18 years and that they have never had any problems. They want to leave the house to their grandson. Planning Director Rush stated that one of the requirements in the subdivision regulations is that each lot have its own septic. There have been a few cases where the planning commission has approved an easement for the field lines, but to his knowledge, never a shared septic system. After much discussion, Jim Martin moved to deny the plat upon finding that it did not comply with the subdivision regulations. Motion was seconded and approved unanimously, with Chairman Wright abstaining.



ITEM 9: OTHER BUSINESS:
A. Ron Hargis Discussion:

Ron Hargis is wanting to sell a house off of his property that is in an illegal subdivision. The house is on Hummingbird Lane where 63,000 is written on the attached survey. He gave me a copy of a letter the planning commission sent out regarding the lack of subdivision approval. Since this was in an illegal subdivision, staff informed him that he would need to come to the planning commission meeting and discuss this with the planning commission before proceeding.

Tax records show this as two parcels. <https://tnmap.tn.gov/assessment/?GISLink=071077++++00801> and <https://tnmap.tn.gov/assessment/?GISLink=071077++++02606>. He had it surveyed and combined to build the house. Now he wants to sell the house and some acreage, approximately 1.75 ac.

Planning Director Rush stated that the only way that he can see to subdivide the combined parcel would be to do a flag lot with frontage on Highway 70 as drawn on the survey. This might require a variance if the double-wide is too close to the new property line. (It all depends on exactly how much space is between the double-wide and the existing property line. If it is 35 or more feet, then there would be plenty of room for a 25 foot strip plus the 10 setback). TDOT would also have to approve the driveway for the new lot. This method should solve any title issues and bring at least these two proposed lots into compliance.

After much discussion, the planning commission indicated that they would be amenable to approving such a plat as discussed, depending on the specifics of the plat (specifically, if there is enough room between the double-wide to have an adequate means of ingress and egress.) The planning

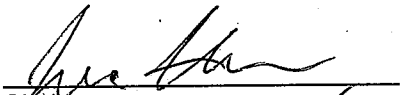
commission indicated that they would require the developer to install a new driveway to the house running beside the double-wide.

ITEM 10: STAFF REPORTS

- Report from Chairman: Chairman Wright stated that he has served on the planning commission for 25 plus years. He stated that in the past, he has had a couple of mini-strokes that have made it hard for him to talk. He stated that he and Kay are both retiring since their terms are both expiring at the end of the month. He stated that next month, a new chair and vice chair will need to be elected. Members of commission and staff stated that it has been a pleasure working with him and Kay on the planning commission.
- Report from Planning Commission Engineer: Planning Commission Engineer Rinks stated that they have graded the roads in Penhook Acres Subdivision. Water line has been installed and proof roll scheduled for Thursday.
- Report from Planning Director: None
- Report from other Members: None

ITEM 11: ADJOURNMENT

With no further business to discuss, the meeting was adjourned by mutual consent.


Chairman


Secretary

10-1-19
Date

10-1-19
Date

**MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
AUGUST 6, 2019**

The Putnam County Regional Planning Commission met at 6:00 p.m. on Tuesday, August 6, 2019, in the conference room of the Putnam County Courthouse at 300 E. Spring Street in Cookeville. Members present were Chairman Richard Wright, Secretary Mike Atwood, Jim Martin, Jere Mason, Dale Moss, and Ted McWilliams. Members absent were Vice-Chair Kay Detwiler, Phil Wilbourn, and Ron Williamson. Others present were Planning Director Kevin Rush, Engineer Patrick Rinks, Taylor Dillehay of Whittenburg Surveying, Rusty Norrod of Clinton Surveying, Emory Wayne Blaylock, Rafferty Cleary of Stonecom Communications and Jim Herrin of the Herald-Citizen.

ITEM 1: CALL TO ORDER AND ROLL CALL

Chairman Wright called the meeting to order after a quorum was established.

ITEM 2: APPROVE THE AUGUST 6, 2019 AGENDA

The agenda was accepted by mutual consent.

ITEM 3: MINUTES OF THE JULY 2, 2019 MEETING

Jim Martin moved to approve the July 2, 2019 Minutes. Motion was seconded and approved unanimously with Chairman Wright abstaining.

ITEM 4: REVIEW OF APPROVED PRELIMINARY PLATS

Revised Westowne Estates Preliminary Plat, Whittenburg Surveying. Conditional preliminary approval 7/10/18.

Redivision of Lots 4 & 5 Beckner Estates, Jim Helton, Surveyor. Conditional preliminary approval 12/2/14. Extension granted until December, 2019.

Pembroke Pines Subdivision, Whittenburg Surveying. Conditional preliminary approval 5/7/2019.

Penhook Acres Subdivision, Vick Surveying. Conditional preliminary approval 5/7/2019.

ITEM 5: OUTSTANDING LETTERS OF CREDIT: Larry Hatfield (Pembroke Pines S/D) LOC \$200,000 Expires 8/6/2020

ITEM 6: ACCEPTANCE OF NEW STREETS: NONE

ITEM 7: REPORT ON ADMINISTRATIVELY APPROVED PLATS:

A. CASTLEBROOK LANE DIVISION, CLINTON SURVEYING

Divided one 1.97 acre tract on Castlebrook Lane (Parcel 017K-E-069.00) into 2 lots. Administratively approved 7-22-19, subject to TDEC soil approval.

B. BROWN-DARTY COMBINATION, CLINTON SURVEYING

Combined 2 lots into one 1.44 acre lot on Darty Road from Parcels 039 038.21 & 038.27. Administratively approved 7-22-19.

C. MAUREEN JEFFERS PROPERTY, VICK SURVEYING

Created one 3.6 acre lot with over five acres remaining on Burgess Falls Road (from Parcel 118-018.00). Administratively approved 7-22-19, subject to TDOT driveway approval.

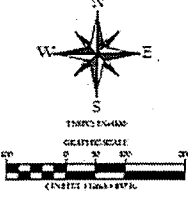

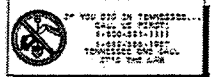

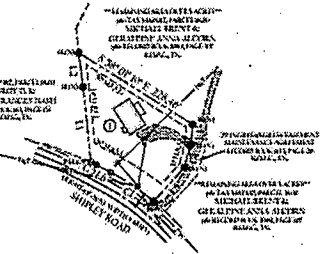
D. RUSHA, ETAL DIVISION, WHITTENBURG SURVEYING

Combined three parcels into two reconfigured lots off of Highway 70 on Dave Dietz Road (Map 082, Parcels 013.03, 013.04, & 013.05). Administratively approved 7-25-19 with a variance for the house being in the setback.

ITEM 8: SUBDIVISION PLATS

A. MICHAEL & GERALDINE ALCORN DIVISION, WHITTENBURG SURVEYING

This plat is to create one 0.61 acre lot from 017-018.00 on Shipley Road. There are two houses on the parcel and this will put one of the houses on its own lot. The other house will be on a tract larger than 5 acres. Both houses share part in a common driveway. They have recorded an ingress/egress maintenance agreement for the shared part of the driveway. Staff noted that during a field visit, this property has several very large drainage tiles. One 6 foot tile under Shipley Road, less than 50 feet to the east of the shared driveway. There are two large (3 foot plus) tiles under the driveway on the remaining acreage. Staff recommended that a note be put on the plat stating that while the property is not located in a FEMA designated 1% annual risk zone, the property may be subject to flooding. Jere Mason moved to approve the plat subject to the addition of a plat note stating that while the property is not located in a FEMA designated 1% annual risk zone, the property may be subject to flooding. Motion was seconded and approved unanimously, with Chairman Wright abstaining.

CERTIFICATE OF OWNERSHIP AND DEDICATION I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT I AM DEDICATING THE SAME TO THE PUBLIC USE OF THE COMMUNITY AND THAT I AM NOT RESERVING ANY RIGHTS IN THE SAME. DATE: _____ NAME: _____	LEGEND [Symbol] EXISTING ROAD [Symbol] NEW ROAD (10' WIDE) [Symbol] EXISTING UTILITY [Symbol] NEW UTILITY [Symbol] EXISTING FENCE [Symbol] NEW FENCE [Symbol] EXISTING EASEMENT [Symbol] NEW EASEMENT [Symbol] EXISTING CURB [Symbol] NEW CURB [Symbol] EXISTING SIDEWALK [Symbol] NEW SIDEWALK [Symbol] EXISTING DRIVEWAY [Symbol] NEW DRIVEWAY [Symbol] EXISTING LOT [Symbol] NEW LOT [Symbol] EXISTING TRACT [Symbol] NEW TRACT [Symbol] EXISTING PLAT [Symbol] NEW PLAT [Symbol] EXISTING MAP [Symbol] NEW MAP [Symbol] EXISTING SURVEY [Symbol] NEW SURVEY [Symbol] EXISTING PLAT [Symbol] NEW PLAT [Symbol] EXISTING MAP [Symbol] NEW MAP [Symbol] EXISTING SURVEY [Symbol] NEW SURVEY	 GRAPHIC SCALE (1 INCH = 100 FEET)	 VICINITY MAP (NOT TO SCALE)																												
CERTIFICATE OF ACCURACY I HEREBY CERTIFY THAT THE INFORMATION AND DATA HEREON IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. DATE: _____ NAME: _____			PARCEL REFERENCE BEING A PORTION OF PARCELS 100, AS SHOWN ON PLAT NUMBER 100-1-1-1111.																												
CERTIFICATE OF THE APPROVAL FOR RECORDING I HEREBY CERTIFY THAT THE SURVEY HEREON HAS BEEN MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE PUTNAM COUNTY REGIONAL PLANNING COMMISSION AND THAT THE SURVEY HEREON IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. DATE: _____ NAME: _____			DEED REFERENCE BEING A PORTION OF THE SAID PROPERTY DESCRIBED IN DEED NUMBER 100-1-1-1111, AS SHOWN ON PLAT NUMBER 100-1-1-1111.  																												
GENERAL NOTES 1. THE PURPOSE OF THIS PLAT IS TO CREATE ONE (1) RESIDENTIAL LOT AS SHOWN HEREON. 2. THIS PLAT WAS PREPARED FROM THE CURRENT FIELD SURVEY AND DOES NOT REPRESENT A TITLE SEARCH OR A GUARANTEE OF THE ACCURACY OF THE SURVEY HEREON. THE SURVEY HEREON IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. 3. THIS PLAT IS SUBJECT TO ANY EASEMENTS, RIGHTS OF WAY, RESTRICTIONS AND/OR EASEMENTS WHICH MAY AFFECT SAID PROPERTY. 4. THIS PLAT DOES NOT PURPORT TO ADDRESS THE EXISTENCE, LOCATION, EXTENT AND/OR ENVIRONMENTAL PROBLEMS LOCATED WITHIN THE FRAMEWORK OF THE PROPERTY HEREON. 5. THIS PLAT WAS MADE IN COMPLIANCE WITH CURRENT PUTNAMA COUNTY STANDARDS FOR PLATTING. 6. LOCATIONS OF UTILITIES ARE APPROXIMATE. CONTACT THE APPROPRIATE UTILITY FOR LOCATION OF UTILITIES PRIOR TO CONSTRUCTION. 7. ACCORDING TO THE PUTNAMA COUNTY MAP ACT, THE PLAT HEREON IS A PRELIMINARY PLAT.	LINE TABLE <table border="1"> <thead> <tr> <th>LINE</th> <th>BEARING</th> <th>DISTANCE</th> </tr> </thead> <tbody> <tr> <td>11</td> <td>N 89° 47' 40" W</td> <td>122.17</td> </tr> <tr> <td>12</td> <td>N 89° 47' 40" W</td> <td>122.17</td> </tr> <tr> <td>13</td> <td>S 89° 47' 40" W</td> <td>122.17</td> </tr> <tr> <td>14</td> <td>S 89° 47' 40" W</td> <td>122.17</td> </tr> <tr> <td>15</td> <td>S 89° 47' 40" W</td> <td>122.17</td> </tr> <tr> <td>16</td> <td>N 89° 47' 40" W</td> <td>122.17</td> </tr> </tbody> </table>	LINE	BEARING	DISTANCE	11	N 89° 47' 40" W	122.17	12	N 89° 47' 40" W	122.17	13	S 89° 47' 40" W	122.17	14	S 89° 47' 40" W	122.17	15	S 89° 47' 40" W	122.17	16	N 89° 47' 40" W	122.17		FINAL SURVEYOR'S PLAT MICHAEL BRENT & GERALDINE ANNA ALCORN DIVISION 100-1-1-1111 PUTNAMA COUNTY, TENNESSEE							
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MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
JULY 2, 2019

The Putnam County Regional Planning Commission met at 6:00 p.m. on Tuesday, July 2, 2019, in the conference room of the Putnam County Courthouse at 300 E. Spring Street in Cookeville. Members present were Chairman Richard Wright, Secretary Mike Atwood, Jim Martin, Jere Mason, Dale Moss, Phil Wilbourn, and Ron Williamson. Members absent were Vice-Chair Kay Detwiler and Ted McWilliams. Others present were Planning Director Kevin Rush, Engineer Patrick Rinks, Sandy Alsman with the USPS, Stephen Maddox, Rafferty Cleary of Stonecom Communications and Jim Herrin of the Herald-Citizen.

ITEM 1: CALL TO ORDER AND ROLL CALL

Chairman Wright called the meeting to order after a quorum was established.

ITEM 2: APPROVE THE JULY 2, 2019 AGENDA

The agenda was accepted by mutual consent.

ITEM 3: MINUTES OF THE JUNE 4, 2019 MEETING

Jim Martin moved to approve the June 4, 2019 Minutes. Motion was seconded and approved unanimously with Chairman Wright abstaining.

ITEM 4: REVIEW OF APPROVED PRELIMINARY PLATS

Revised Westowne Estates Preliminary Plat, Whittenburg Surveying. Conditional preliminary approval 7/10/18.

Redivision of Lots 4 & 5 Beckner Estates, Jim Helton, Surveyor. Conditional preliminary approval 12/2/14. Extension granted until December, 2019.

Pembroke Pines, Whittenburg Surveying. Conditional preliminary approval 5/7/19.

Penhook Acres, Vick Surveying. Conditional preliminary approval 5/7/19.

ITEM 5: OUTSTANDING LETTERS OF CREDIT: NONE

ITEM 6: ACCEPTANCE OF NEW STREETS: NONE

ITEM 7: REPORT ON ADMINISTRATIVELY APPROVED PLATS:

A. BRUCE MILLER DIVISION, MAPLES SURVEYING

Created one 1.353 acre lot on Glade Creek Road from Parcel 124-008.01 with the remainder over 5 acres. Administratively approved 5-28-19.

B. DEBORAH TINSLEY DIVISION, MAPLES SURVEYING

Simple line adjustment between Parcels 095-008.02 and 095-008.00. Mobile home was across the property line and will now comply with the side setback. Administratively approved 6-13-19.

C. RJ LAND HOLDINGS, LLC DIVISION, WHITTENBURG SURVEYING

Created one 2.16 acre lot on Nashville Highway at Byers Road from Parcel 056-025.00 with the remainder over 5 acres. Administratively approved 6-24-19.

D. RESUBDIVISION OF LOTS 9-11 COMMODORE HEIGHTS PHASE II, L I SMITH SURVEYING

Divided Lot 10 between Lots 9 and 11. Administratively approved 6-24-19.

ITEM 8: SUBDIVISION PLATS---NONE

ITEM 9: OTHER BUSINESS:

A. Sandy Alsman - Discussion of USPS cluster box units in subdivision

Ms. Alsman informed the board of the requirement being imposed on developments of 7 or more delivery locations that cluster box units will be required for mail delivery. This is in an effort to make the USPS more efficient. The effective date of this requirement was April 26, 2018. Ms. Alsman answered questions about this requirement. Staff informed her that we have informed all surveyors of this requirement but it is not a requirement that we can enforce since it is not in the subdivision regulations.

Planning Director Rush expressed his concerns as there is no county zoning and also maintenance and replacement issues and no HOA.

B. Stephen Maddox - Discussion of enforcement of deed restrictions and restrictive covenants in subdivisions

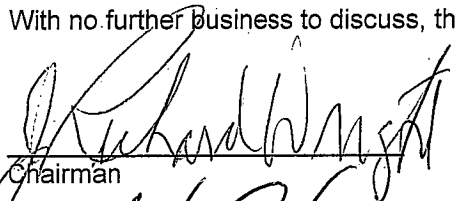
Stephen Maddox wanted to discuss issues within his subdivision (Table Top West) and potential county involvement. Mr. Maddox was informed that all his issues are outside of county authority and the county cannot, by law, act in any way. He was informed that he may have a civil case and to consult an attorney if he wished to proceed.

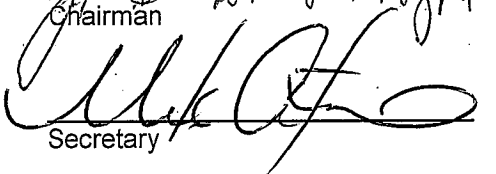
ITEM 10: STAFF REPORTS

- Report from Chairman: None
- Report from Planning Commission Engineer: None
- Report from Planning Director: None
- Report from other Members: None

ITEM 11: ADJOURNMENT

With no further business to discuss, the meeting was adjourned by mutual consent.


Chairman


Secretary

2019-08-06
Date

8-6-19
Date

**MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
JUNE 4, 2019**

The Putnam County Regional Planning Commission met at 6:00 p.m. on Tuesday, June 4, 2019, in the conference room of the Putnam County Courthouse at 300 E. Spring Street in Cookeville. Members present were Chairman Richard Wright, Vice-Chair Kay Detwiler, Secretary Mike Atwood, Jere Mason, Dale Moss, Phil Wilbourn, Ted McWilliams, and Ron Williamson. Jim Martin was absent. Others present were Planning Director Kevin Rush, Engineer Patrick Rinks, Taylor Dillehay of Whittenburg Surveying, Rafferty Cleary of Stonecom Communications and Jim Herrin of the Herald-Citizen.

ITEM 1: CALL TO ORDER AND ROLL CALL

Chairman Wright called the meeting to order after a quorum was established.

ITEM 2: APPROVE THE JUNE 4, 2019 AGENDA

The agenda was accepted by mutual consent on a motion by Ron Williamson with second by Kay Detwiler, and Chairman Wright abstaining with the addition of the Putnam 1st Mercantile Bank Division Plat as Item 8B.

ITEM 3: MINUTES OF THE MAY 7, 2019 MEETING

Jere Mason moved to approve the May 7, 2019 Minutes. Motion was seconded and approved unanimously with Chairman Wright abstaining.

ITEM 4: REVIEW OF APPROVED PRELIMINARY PLATS

Revised Westowne Estates Preliminary Plat, Whittenburg Surveying. Conditional preliminary approval 7/10/18.

Redivision of Lots 4 & 5 Beckner Estates, Jim Helton, Surveyor. Conditional preliminary approval 12/2/14. Extension granted until December, 2019.

ITEM 5: OUTSTANDING LETTERS OF CREDIT: NONE

ITEM 6: ACCEPTANCE OF NEW STREETS: NONE

ITEM 7: REPORT ON ADMINISTRATIVELY APPROVED PLATS:

A. JAMES MABERRY SUBDIVISION, MAPLES SURVEYING

Created one 2.156 acre lot on Dodson Branch Road at Hobart Phillips Road from Parcel 009-023.01 with the remainder being added to an adjoining parcel. Administratively approved 5-13-19.

B. BURDETT RANDOLPH DIVISION, WHITTENBURG SURVEYING

Simple line adjustment between Parcels 108-034.00 and 108-002.01. Administratively approved 5-13-19.

C. MARK SIMNOS LOT 1 OF WHITE PLAINS PLANTATION PHASE 1, VICK SURVEYING

Divided 042H-D-021.00 on North Plantation Drive into 2 lots. Administratively approved 5-17-19.

ITEM 8: SUBDIVISION PLATS

- A. THE THOMAS J. MABRY AND CAROLYN MABRY OLSON DIVISON FINAL PLAT, WHITTENBURG SURVEYING:** The purpose of this plat is to create one 2.08 acre lot on Carlisle Road from 038-041.01 with over 5 acres remaining. There are two houses on the tract and this will put them on separate lots. However, they do share a driveway and they propose to use an ingress/egress easement to access the house on the remaining 5 acres which will have its own road frontage. Staff noted that there was a large drain that appeared to be near the rear property line of the lot. Taylor Dillehay stated that the drain is completely on the remaining acreage and not on the lot. Planning Commission Engineer Rinks noted that there was a CMP at the beginning of the driveway that needs to be shown on the plat. The drain and pond are completely on the remaining acreage. Subject to written and recorded maintenance agreement.

Jere Mason moved to approve the plat using the easement, subject to the easement being recorded and noted on the plat and subject to showing the CMP at the beginning of the driveway. Motion was seconded and approved unanimously with Chairman Wright abstaining.

ITEM 10: STAFF REPORTS

- Report from Chairman- None.
- Report from Planning Commission Engineer-They are working on Pembroke Pines and it should be before the planning commission for final approval soon.
- Report from Planning Director- The developers of Westowne Estates are considering selling the entire proposed development for use as the Upper Cumberland Veterans Cemetery. Randy Jones confirmed he would pave Penhook as discussed last month after developer prepared subgrade and base.
- Report from other Members-None.

With no further business to discuss, the meeting was adjourned by mutual consent.

Secretary

Date _____

**MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
MAY 7, 2019**

The Putnam County Regional Planning Commission met at 6:00 p.m. on Tuesday, May 7, 2019, in the conference room of the Putnam County Courthouse at 300 E. Spring Street in Cookeville. Members present were Chairman Richard Wright, Vice-Chair Kay Detwiler, Jim Martin, Jere Mason, Dale Moss, Phil Wilbourn, and Ted McWilliams. Ron Williamson and Mike Atwood were absent. Others present were Planning Director Kevin Rush, Engineer Patrick Rinks, Fred Stout, Darrell Hall, Rafferty Cleary of Stonecom Communications, Taylor Dillehay with Whittenburg Surveying, Jan Hace, and Jim Herrin of the Herald-Citizen.

ITEM 1: CALL TO ORDER AND ROLL CALL

Chairman Wright called the meeting to order after a quorum was established.

ITEM 2: APPROVE THE MAY 7, 2019 AGENDA

The agenda was accepted by mutual consent.

ITEM 3: MINUTES OF THE APRIL 2, 2019 MEETING

Jim Martin moved to approve the April 2, 2019 Minutes with Chairman abstaining. Motion was seconded and approved unanimously.

ITEM 4: REVIEW OF APPROVED PRELIMINARY PLATS

Revised Westowne Estates Preliminary Plat, Whittenburg Surveying. Conditional preliminary approval 7/10/18.

Redivision of Lots 4 & 5 Beckner Estates, Jim Helton, Surveyor. Conditional preliminary approval 12/2/14. Extension granted until December, 2019.

ITEM 5: OUTSTANDING LETTERS OF CREDIT: NONE

ITEM 6: ACCEPTANCE OF NEW STREETS: NONE

ITEM 7: REPORT ON ADMINISTRATIVELY APPROVED PLATS

A. LUPINACCI FAMILY TRUST SUBDIVISION, WHITTENBURG SURVEYING

Created one 1.08 acre lot on New Window Cliff Road from Parcel 1110-A-006.00. Administratively approved subject to soils 4-26-19.

B. WHITS REDIVISION OF LOTS 38 & 39 OF HICKORY FLATTS, WHITTENBURG SURVEYING

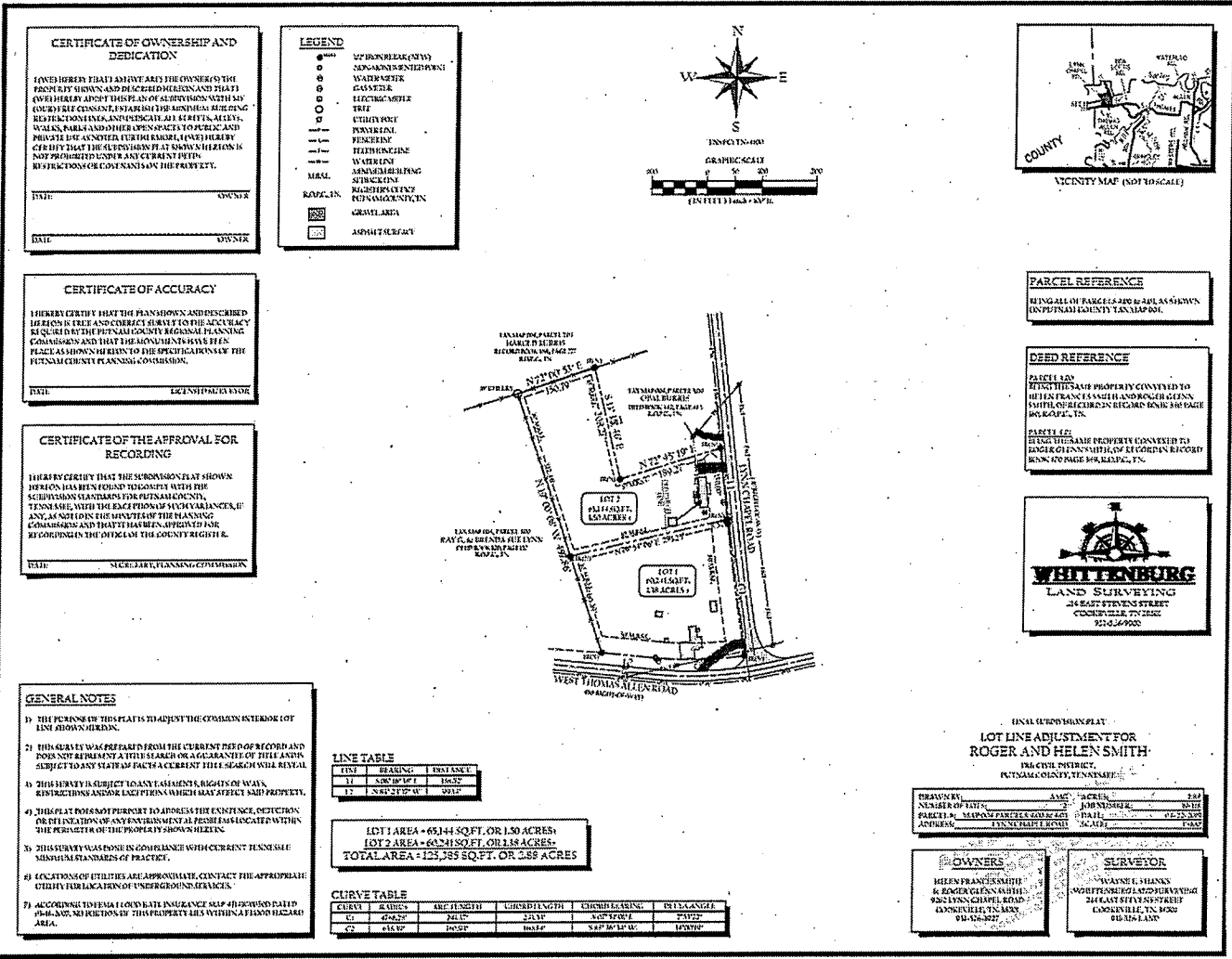
Simple line adjustment between Lots 38 and 39 of the Hickory Flatts Subdivision. Administratively approved 4-26-19.

ITEM 8: SUBDIVISION PLATS

A. ROGER AND HELEN SMITH LINE ADJUSTMENT FINAL PLAT, WHITTENBURG SURVEYING

The purpose of this plat is to change the lot line between Map 004, Parcels 004.00 and 004.03. Parcel 004.00 fronts on both W. Thomas Allen Road and Lynn Chapel Road. Parcel 004.03 fronts on Lynn Chapel Road. This plat will take approximately 1.1 acres from Parcel 4 and add it to Parcel 004.03. The house on Parcel 004.00 violates the front setback and the mobile home on Parcel 004.03 has a porch that extends in the front setback as well.

Jim Martin moved to approve the plat with a variance on the structure encroaching in the setback, subject to the addition of the setback plat note and adding the drainage tiles to the plat. Motion was seconded and approved unanimously with Chairman Wright abstaining



B. PEN HOOK ACRES PRELIMINARY PLAT, VICK SURVEYING: The purpose of this plat is to divide one 76 acre on San Hall Road (Parcel 070-073.00) into 11 tracts ranging from 0.63 acres to 14.93 acres. This will require an extension of San Hall Road into the site. The extension will be approximately 1250 feet in length.

Fred Stout stated that San Hall Road varies in pavement width from 12' to 14' to 16' at its widest. He stated that he was willing to widen the road to 16'. Patrick Rinks measured the road and it was as described by Mr. Stout. Mr. Rinks has talked to County Road Supervisor Randy Jones. Mr. Jones said he would pave the existing portion if the developer widened it within the existing 28' right-of-way.

Dale Moss' moved to approve the preliminary plat subject to the developer widening the existing portion of San Hall Road (from the development to Pen Hook Road) to a width of at least 16 feet, and submittal of a written agreement with Mr. Jones as to the scope and work to be done on the existing county road. County Attorney to draw up agreement to be signed by Randy Jones and Developer. Motion was seconded and approved unanimously with Chairman Wright abstaining.

- C. **PEMBROOKE PINES PRELIMINARY PLAT, WHITTENBURG SURVEYING:** The purpose of this plat is to divide 35 plus acres on Eller Ridge Road (Map 095, Parcels 093.13, 093.14, 093.15, 093.16, 093.17, 093.18, 093.19, 093.20, and maybe 093.05) into 48 lots. This subdivision was given preliminary approval in 2007 and again in 2008 and the infrastructure was mostly completed. No final was brought to the planning commission as the economy had tanked so the developer has sat on the development. Here is the history of the development as contained in the Minutes of the Planning Commission.

From the November 2007 meeting:

CONSIDERATION OF THE PEMBROOKE PINES PRELIMINARY PLAT

Surveyor Skip Bartlett then presented the preliminary plat of the Pembroke Pines subdivision proposed for development by Richard Dyer of Cookeville. The plat consists of the creation of 52 lots on approximately 42.99 acres sited in the 16th Civil District off Eller Ridge Road and Goolsby Lane. County Engineer Rinks and staff planner reported they visited the site with Bartlett and helped determine the best location for the proposed Pembroke Pine Lane to tie in to Eller Ridge Road in terms of site distance. A secondary entrance is shown on the plat as an extension of Goolsby Lane and the commission was made aware there was confusion over who had ownership of the unimproved area between Goolsby Lane and England Road. The commission also explored various options to increase the existing narrow right-of-way of Goolsby Lane. After the discussion ended, Lavever made a motion to grant preliminary approval subject to additional right-of-way being added to the existing segment of Goolsby Lane to increase the right-of-way 40' off the centerline and subject to the availability of water for domestic use as well as fire protection. Donnelly seconded the motion which passed unanimously with Chairman Wright not voting.

From the January 2008 Minutes:

DISCUSSION CONCERNING POSSIBLE BURIAL GROUNDS ON PROPERTY SLATED FOR DEVELOPMENT

Bill Bennett told the commission that a situation had been brought to his attention concerning a possible Indian burial site within Richard Dyer's Pembroke Pines subdivision located off Eller Ridge Road that had been granted preliminary plat approval at the November 2007 meeting. Surveyor Skip Bartlett, who is working on the project with the developer, stated he was aware of the issue and was in the process of trying to verify this claim. County Attorney Jeff Jones offered the opinion that the burden was on the developer to ascertain whether or not any such burial grounds existed. Bartlett told the members that the area in question did not impact the road layout and would only affect two of the lots as shown on the preliminary plat. Bartlett was advised to put the developer on notice that it was the developer's responsibility to pursue the issue. No formal action was taken by the commission on the matter.

From the February 2008 meeting:

DISCUSSION CONCERNING POSSIBLE BURIAL GROUNDS ON PROPERTY SLATED FOR DEVELOPMENT

Staff planner relayed information to the commission regarding the situation discussed at the January meeting concerning a possible Indian burial site within Richard Dyer's Pembroke Pines subdivision located off Eller Ridge Road. Staff presented a letter from the Department of Environment and Conservation Division of Archaeology stating that a review of their files and a site visit produced no evidence of any such burial site. In addition, staff submitted a letter from County Attorney Jeff Jones suggesting his opinion that the developer had exercised due diligence in the matter and the planning commission had no further liability. Finally, staff presented the guidelines set forth by the aforementioned agency which states that the division cannot compel a private landowner to conduct a burial investigation. Surveyor Bartlett was in agreement that the disturbance of any human skeletal remains would result in the immediate cessation of work on-site and subsequent reporting to the appropriate parties.

- ITEM 9: OTHER BUSINESS:** Discussion of electric plat certificate in the subdivision regulations. Staff presented an issue that has been brought up regarding the certificate for electric power service. It reads:

CERTIFICATE OF PROVISION FOR ELECTRICAL POWER

I hereby certify that acceptable power utility easements have been provided and that electrical power will be provided by _____ (name of utility) or it has been determined by the _____ (name of utility) that due to the nature of this development, the cost to install electrical power must be borne by the development in the amount of \$ _____ prior to installation by this electric cooperative or department.

Date

Signature of Superintendent of
Electric Co-op. or Department

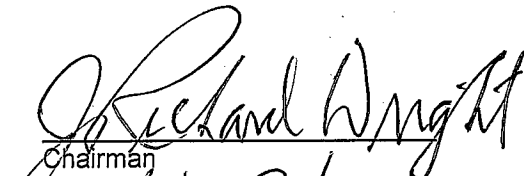
The legal staff of UCEMC does not like the current language. Staff stated that in the past, UCEMC has stricken out everything beginning with the "or". Staff stated that formatting the certificate differently may work to satisfy UCEMC. The planning commission decided to allow staff to work with UCEMC on this issue and report back at a later date.

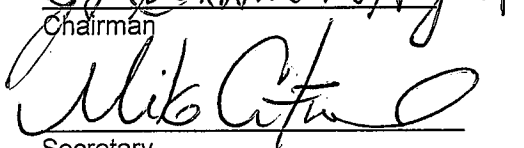
ITEM 10: STAFF REPORTS

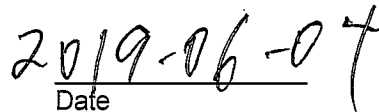
- Report from Chairman- None.
- Report from Planning Commission Engineer-None.
- Report from Planning Director- The fire hydrant on the Tim and Laurel Dunn Plat that was approved last month was moved to the other side of the Burgess Falls Road but that did not affect coverage.
- Report from other members-None.

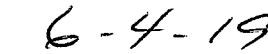
ITEM 11: ADJOURNMENT

With no further business to discuss, the meeting was adjourned by mutual consent.


Chairman


Secretary


Date


Date

**MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
APRIL 2, 2019**

The Putnam County Regional Planning Commission met at 6:00 p.m. on Tuesday, April 2, 2019, in the conference room of the Putnam County Courthouse at 300 E. Spring Street in Cookeville. Members present were Chairman Richard Wright, Vice-Chair Kay Detwiler, Secretary Mike Atwood, Jim Martin, Jere Mason, Dale Moss, Phil Wilbourn, and Ron Williamson. Ted McWilliams was absent. Others present were Planning Director Kevin Rush, Engineer Patrick Rinks, Fred Stout, Ronald Phillips, Darrell Hall, Keith Shetley, Brian George, Neil Barnett, and a representative of Vick Surveying, and Jim Herrin of the Herald-Citizen.

ITEM 1: CALL TO ORDER AND ROLL CALL

Chairman Wright called the meeting to order after a quorum was established.

ITEM 2: APPROVE THE APRIL 2, 2019 AGENDA

The agenda was accepted by mutual consent.

ITEM 3: MINUTES OF THE MARCH 5, 2019 MEETING

Jim Martin moved to approve the March 5, 2019 Minutes. Motion was seconded and approved unanimously with Chairman abstaining.

ITEM 4: REVIEW OF APPROVED PRELIMINARY PLATS

Revised Westowne Estates Preliminary Plat, Whittenburg Surveying. Conditional preliminary approval 7/10/18.

Redivision of Lots 4 & 5 Beckner Estates, Jim Helton, Surveyor. Conditional preliminary approval 12/2/14. Extension granted until December, 2019.

Harmony Hills Preliminary Plat (formerly Magnolia Heights), Allen Maples, Surveyor. Conditional preliminary approval 5/1/18.

ITEM 5: OUTSTANDING LETTERS OF CREDIT: NONE

ITEM 6: ACCEPTANCE OF NEW STREETS: NONE

ITEM 7: REPORT ON ADMINISTRATIVELY APPROVED PLATS:

A. HERRON MINOR SUBDIVISION, L. I. SMITH & ASSOC. SURVEYING

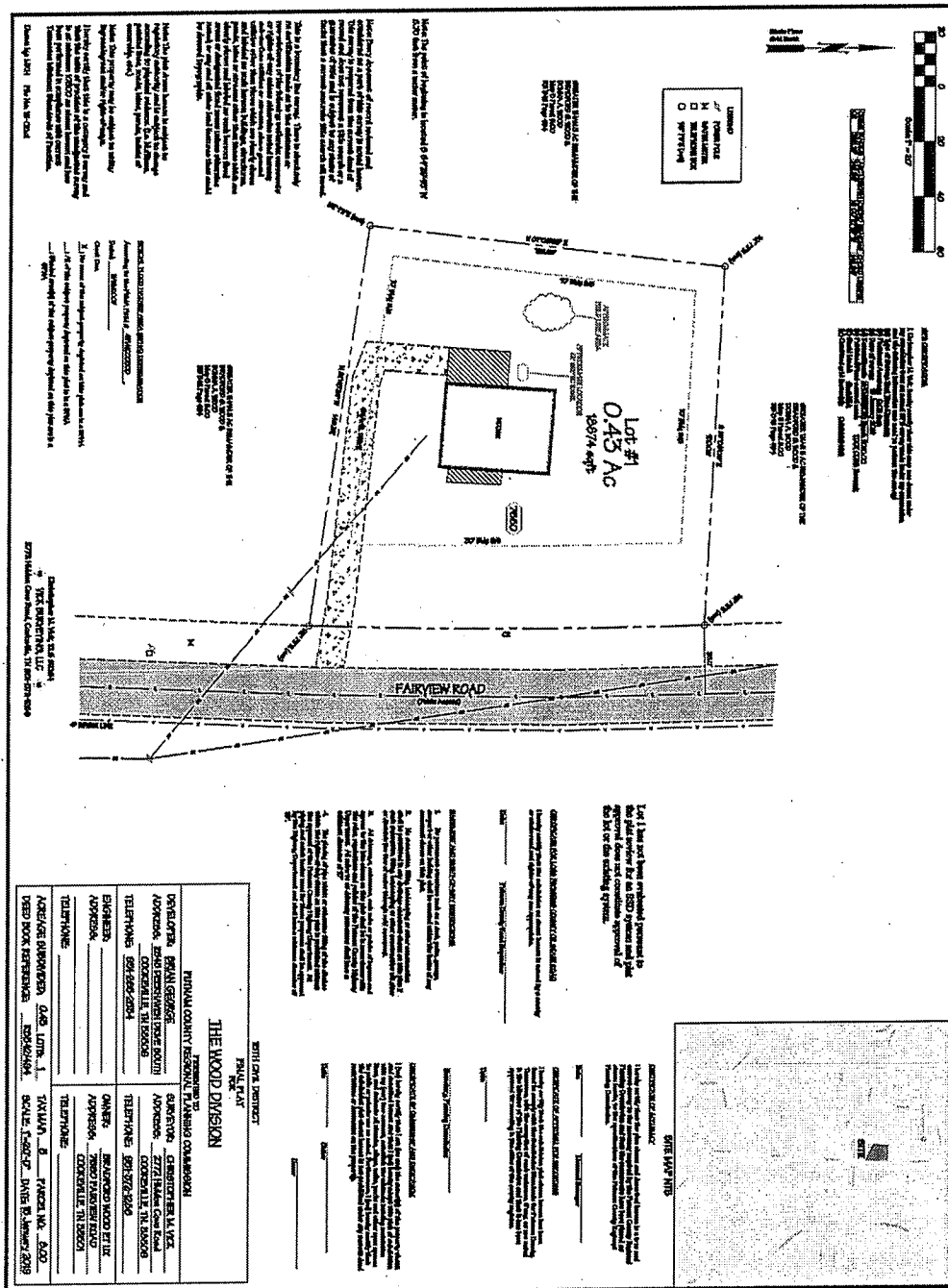
Adjusted the lot lines between 117-019.00 and 117-019.01 on Henley Road. There was a building on Lot 1 that violated the rear setback. Administratively approved with a variance for the setback encroachment on 3-1-19.

B. WHITSON DIVISION, CLINTON SURVEYING

Created 2 lots on Clemmons Road from 038-022.02. Remainder is greater than 5 acres. Administratively approved on 2-11-19.

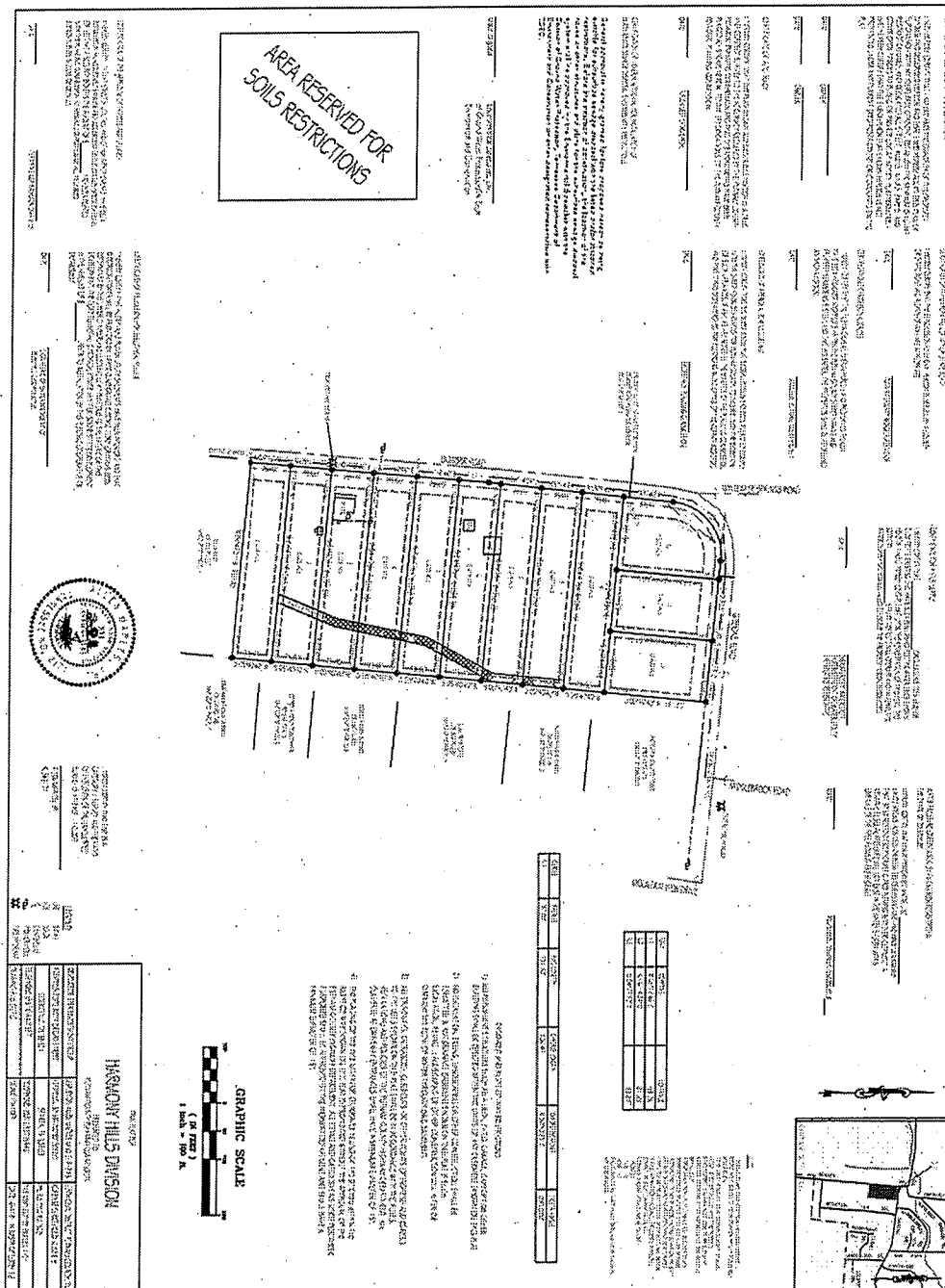
ITEM 8: SUBDIVISION PLATS

- A. LAUREL DUNN & TIMOTHY DUNN PROPERTY FINAL PLAT, VICK SURVEYING:** The purpose of this plat is to divide 5.17-acres on Burgess Falls Road at South Allen Road into five lots. As Burgess Falls Road is a state route, TDOT will have to approve the driveway locations for lots fronting on Burgess Falls Road. At least one lot will have frontage on South Allen Road. The subdivision will require the installation of a fire hydrant, as there is a 6-inch water main on Burgess Falls Road. This will require Water Pressure Certification signed by an Engineer. TDOT located the driveways on the plat. Staff recommended a drainage easement on Lot 5. Subdivision was previously named Clouse properties on Agenda.



- C. HARMONY HILLS SUBDIVISION FINAL PLAT, MAPLES SURVEYING:** This was formerly called Magnolia Heights and was granted preliminary approval in May 2018. This is the final plat consisting of 12 lots on Bowser Road, specifically 029P B 001.01 on 6.844 acres. All proposed lots are on an existing county road and are served by a six inch water line. There is one existing fire hydrant just off site that will serve the subdivision as well as one proposed fire hydrant. Lots 1-9 are 75 feet wide and just over 350 deep. Lot 3 has an existing house. The building shown on Lots 2, 6, and 7 will have to be moved or removed. A drainage easement along back of Lots 3-8 is shown on the plat. Driveway access to Lot 10 due to the road bank has been restricted to being located along the common line with Lot 9. Staff reported fire hydrant has been installed. Water Pressure Certification will be required on plan.

Jere Mason moved to approve the plat, subject to TDEC approval. Motion was seconded and approved unanimously with Chairman Wright abstaining.



- D. PEN HOOK ACRES PRELIMINARY PLAT, VICK SURVEYING:** The purpose of this plat is to divide one 76 acre on San Hall Road (Parcel 070-073.00) into 11 tracts ranging from 0.63 acres to 14.93 acres. This will require an extension of San Hall Road into the site. The extension will be approximately 1250 feet in length. Planning Director Rush stated that he had talked to County Attorney Jeff Jones regarding the road issue. Mr. Jones provided a copy of an agreed upon judgement that the road was a county road up to the property line of this property. Planning Director Rush stated that the developer can construct a road from this point into the parcel as shown on the plat. Staff showed pictures of the development as well as the condition of the existing road.

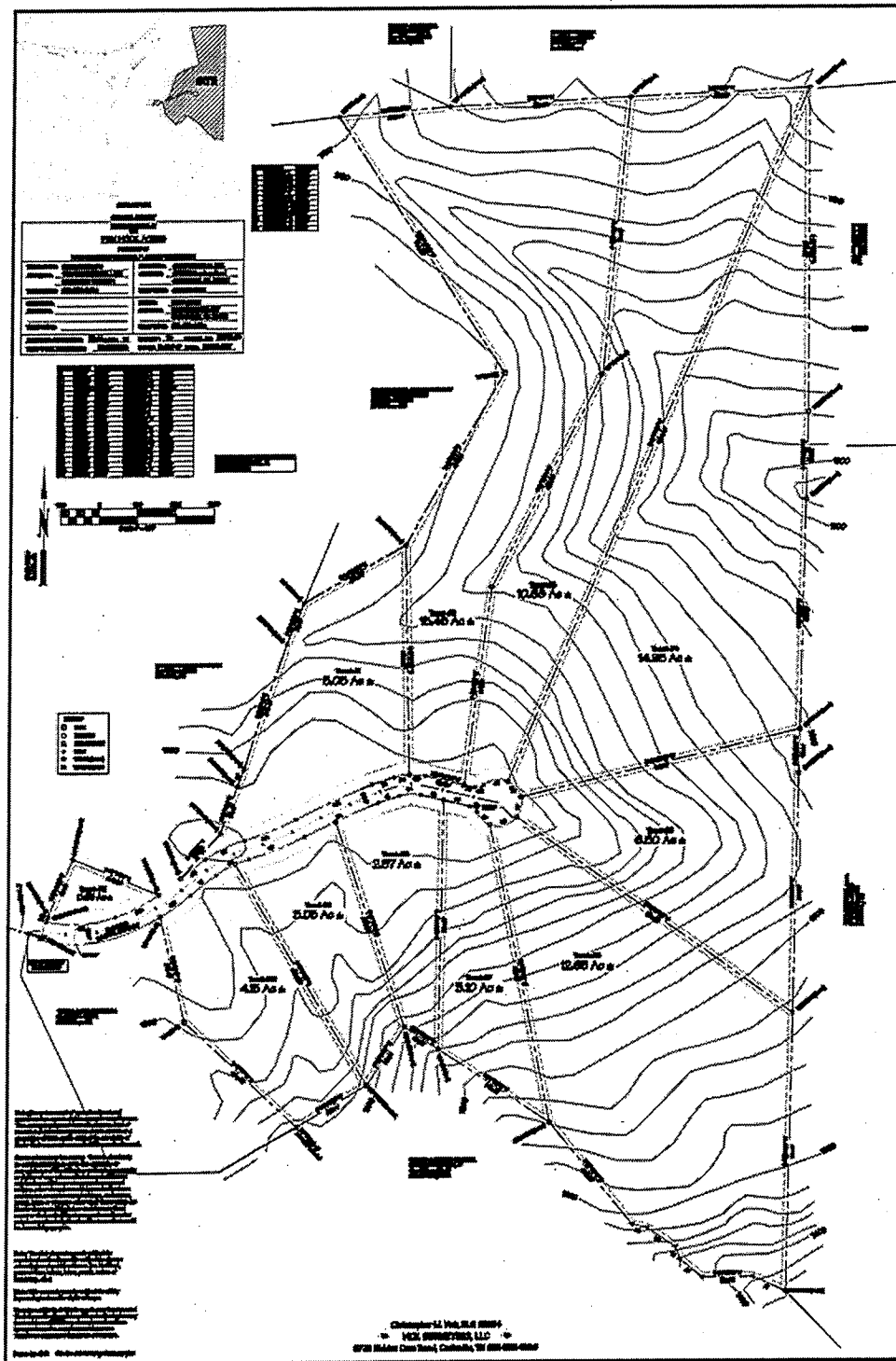






Ronald Phillips stated that the subdivision will be very restricted and will only allow one house per lot with no modification of the lots allowed. The plan and profile of the proposed road has been submitted. The concern that was expressed by staff as well as members of the commission was the width of the existing county road and whether or not two cars could pass safely. Mr. Phillips asked if they could widen the county road with tar and chip within the existing right-of-way? Previous land dispute has been settled. County road index shows 28' right of way and 12' tar and chip road. It was recommended that staff, developer and Randy Jones meet to discuss options to improve the existing road.

Jim Martin moved to defer the plat for one month to allow the developer to work out a potential widening of the county road within the existing right-of-way. Motion was seconded and approved unanimously with Chairman Wright abstaining.



- E. NEIL BARNETT DIVISION FINAL PLAT, MAPLES LAND SURVEYING.** From the January 2019 meeting: This is to create two lots from Parcel 056 040.02 on Dusty Lane totaling 3.195 acres. One lot will be 0.46 acres with an existing house (address is 752). The other lot has a building (address is 736) and will be 2.733 acres. This lot has been soil mapped and approved by TDEC. The house has an installed septic and the field lines cross into the proposed 2.7 acre lot. This area is shown with an easement for the field lines. Lots are served by a 2-inch water line. No action was taken at the January meeting due to no one being there to represent the development.

best location for the proposed Pembroke Pine Lane to tie in to Eller Ridge Road in terms of site distance. A secondary entrance is shown on the plat as an extension of Goolsby Lane and the commission was made aware there was confusion over who had ownership of the unimproved area between Goolsby Lane and England Road. The commission also explored various options to increase the existing narrow right-of-way of Goolsby Lane. After the discussion ended, Lafever made a motion to grant preliminary approval subject to additional right-of-way being added to the existing segment of Goolsby Lane to increase the right-of-way 40' off the centerline and subject to the availability of water for domestic use as well as fire protection. Donnelly seconded the motion which passed unanimously with Chairman Wright not voting.

From the January 2008 Minutes:

DISCUSSION CONCERNING POSSIBLE BURIAL GROUNDS ON PROPERTY SLATED FOR DEVELOPMENT

Bill Bennett told the commission that a situation had been brought to his attention concerning a possible Indian burial site within Richard Dyer's Pembroke Pines subdivision located off Eller Ridge Road that had been granted preliminary plat approval at the November 2007 meeting. Surveyor Skip Bartlett, who is working on the project with the developer, stated he was aware of the issue and was in the process of trying to verify this claim. County Attorney Jeff Jones offered the opinion that the burden was on the developer to ascertain whether or not any such burial grounds existed. Bartlett told the members that the area in question did not impact the road layout and would only affect two of the lots as shown on the preliminary plat. Bartlett was advised to put the developer on notice that it was the developer's responsibility to pursue the issue. No formal action was taken by the commission on the matter.

From the February 2008 meeting:

DISCUSSION CONCERNING POSSIBLE BURIAL GROUNDS ON PROPERTY SLATED FOR DEVELOPMENT

Staff planner relayed information to the commission regarding the situation discussed at the January meeting concerning a possible Indian burial site within Richard Dyer's Pembroke Pines subdivision located off Eller Ridge Road. Staff presented a letter from the Department of Environment and Conservation Division of Archaeology stating that a review of their files and a site visit produced no evidence of any such burial site. In addition, staff submitted a letter from County Attorney Jeff Jones suggesting his opinion that the developer had exercised due diligence in the matter and the planning commission had no further liability. Finally, staff presented the guidelines set forth by the aforementioned agency which states that the division cannot compel a private landowner to conduct a burial investigation. Surveyor Bartlett was in agreement that the disturbance of any human skeletal remains would result in the immediate cessation of work on-site and subsequent reporting to the appropriate parties.

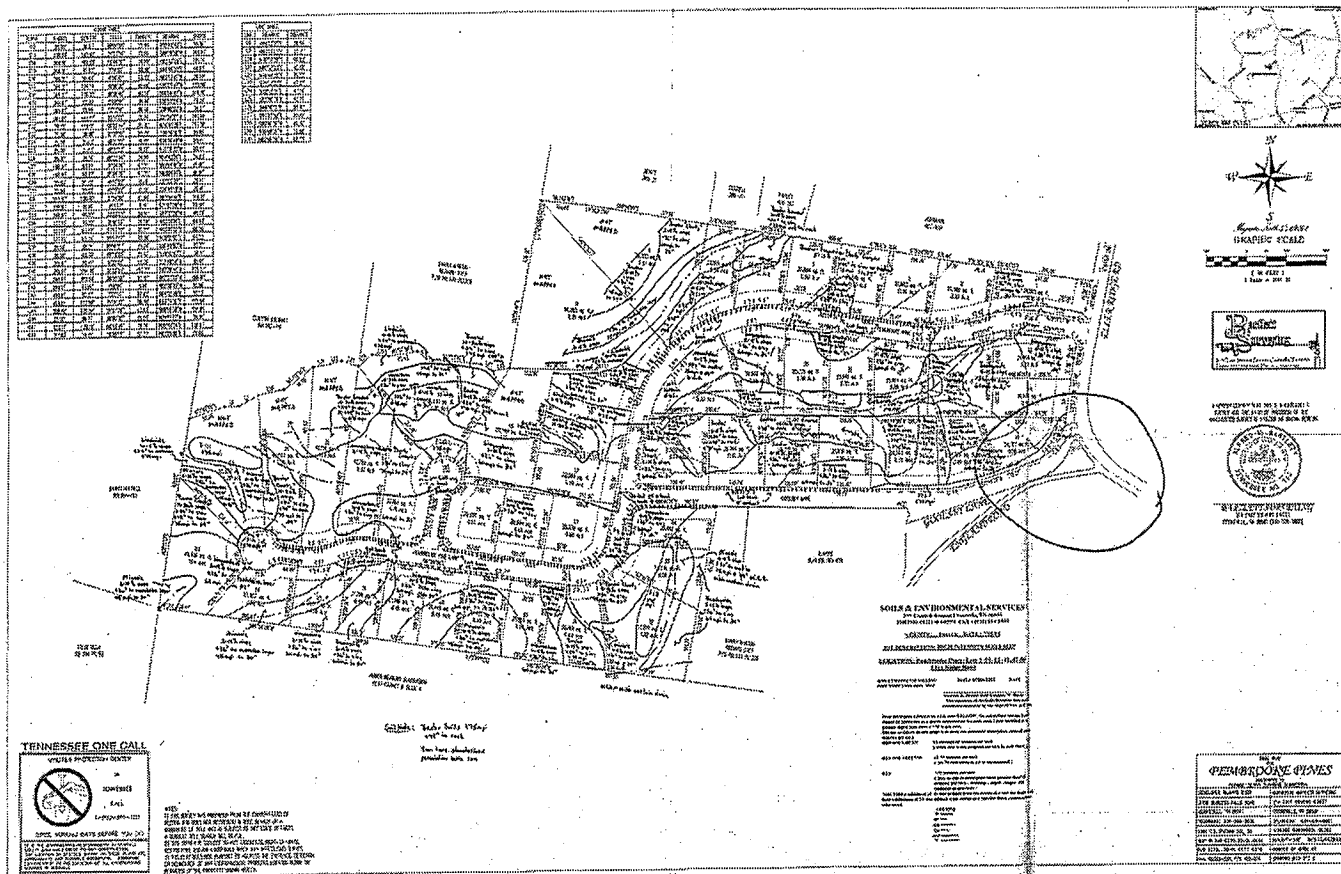
From the February 2008 meeting:

PEMBROOKE PINES - RESUBMITTED PLAT

Skip Bartlett, surveyor for the property, resubmitted the plat for the Pembroke Pines subdivision that is located on Eller Ridge Road, south of Cookeville. The property (Map 95, P/O 93.05 P/O 190-429) consists of 52 lots that total approximately 42.99 acres. The previously approved preliminary plat expired last month. Staff recommended that the preliminary plat be re-approved. After discussion, a motion was made by Mike Atwood to re-approve the preliminary plat with a second motion being made by Mike Medley. The motion was approved unanimously with Richard Wright not voting.

The process for approval of this subdivision will only vary slightly than subdivision approval from scratch. They will have to submit a new preliminary plat for consideration. Then the developer will have to complete the remaining infrastructure and/or repair the infrastructure that was previously installed and submit a letter of credit for the asphalt topcoat. The developer will coordinate with Patrick Rinks and Randy Jones to proof roll the existing portions of the proposed roads to look for soft spots that will have to be dug up and fixed and areas where more gravel base is needed. Red Lamb had entered into an agreement for the county to pave the existing county portion of Goolsby Lane when that portion of the subdivision is complete. The developer will probably be ready to submit a final plat at the meeting.

following preliminary approval.



ITEM 9: OTHER BUSINESS: This item is to encourage the discussion of drainage issues and possible amendments to subdivision regulations. This is from the City of Cookeville Subdivision Regulations.

Storm Water Retention and/or Detention

The Planning Commission may require storm water retention and/or detention facilities for subdivisions where FEMA Flood Hazard Areas, water courses of limited capacity, or other areas of limited capacity are the recipients of storm water discharge from the site of said subdivision.

In general, this requirement will apply only to those subdivisions planned to contain five (5) or more dwelling units or commercial and/or other structures which will consist of a total of 10,000 or more square feet of impermeable surface (roof and parking area).

When it is determined by the Planning Commission that storm water retention and/or detention facilities are required, no plat for such subdivision shall be approved from which storm water run-off is discharged into public rights-of-way, public drainage structures or natural water-courses at a rate greater than the rate which water is being discharged from the site prior to the proposed development taking place.

The drainage plan accompanying the plat for all subdivisions meeting this criteria shall show all proposed discharge structures and points of storm water discharge from the site. Said plans shall be accompanied by a set of calculations which illustrate the flow of storm water from each existing and proposed discharge point expressed as cubic feet per second (cfs). Said calculations shall show this discharge of water under existing and proposed conditions.

Darrell Hall stated that in order to regulate drainage, the county would have to apply for and be approved for a MS4 permit. This is a very long process that can take years. It will not eliminate run off, but deal with retention only. Mike Atwood stated that we start considering drainage and that we should meet with County Mayor Randy Porter and Road Supervisor Randy Jones. No action was taken.

ITEM 10: STAFF REPORTS

- Report from Chairman
- Report from Planning Commission Engineer
- Report from Planning Director- He stated that Sue Neal had contacted him about the process of getting a street accepted by the county.
- Report from Other Members

ITEM 11: ADJOURNMENT

With no further business to discuss, the meeting was adjourned by mutual consent.


Chairman
Secretary
Date
Date

**MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
MARCH 5, 2019**

The Putnam County Regional Planning Commission met at 6:00 p.m. on Tuesday, March 5, 2019, in the conference room of the Putnam County Courthouse at 300 E. Spring Street in Cookeville. Members present were Vice-Chair Kay Detwiler, Secretary Mike Atwood (arrived during discussion of Item 8D), Jim Martin, Jere Mason, Dale Moss, and Ron Williamson. Chairman Richard Wright, Ted McWilliams, and Phil Wilbourn were absent. Others present were Planning Director Kevin Rush, Engineer Patrick Rinks, Stephen Raper of Vick Surveying, Allen Maples of Maples Surveying, Logan of Stone Com Communications, and Jim Herrin of the Herald-Citizen.

ITEM 1: CALL TO ORDER AND ROLL CALL

Vice-Chair Kay Detwiler called the meeting to order after a quorum was established.

ITEM 2: APPROVE THE MARCH 5, 2019 AGENDA

The agenda was accepted by mutual consent.

ITEM 3: MINUTES OF THE FEBRUARY 5, 2019 MEETING

Jere Mason moved to approve the February 5, 2019 Minutes. Motion was seconded and approved unanimously.

ITEM 4: REVIEW OF APPROVED PRELIMINARY PLATS

Revised Westowne Estates Preliminary Plat, Whittenburg Surveying. Conditional preliminary approval 7/10/18.

Redivision of Lots 4 & 5 Beckner Estates, Jim Helton, Surveyor. Conditional preliminary approval 12/2/14. Extension granted until December, 2019.

Harmony Hills Preliminary Plat (formerly Magnolia Heights), Allen Maples, Surveyor. Conditional preliminary approval 5/1/18.

ITEM 5: OUTSTANDING LETTERS OF CREDIT: NONE

ITEM 6: ACCEPTANCE OF NEW STREETS: NONE

ITEM 7: REPORT ON ADMINISTRATIVELY APPROVED PLATS:

A. THE WOOD DIVISION, VICK SURVEYING

Created one 0.51 acre lot with existing house on Fairview Road from Map 005, Parcel 008.00. Administratively approved on 2-8-19.

B. REVISED FINAL PLAT FOR LOTS 3 AND 4 OF SHARON MEADOWS SUBDIVISION, VICK SURVEYING

Lots 3 and 4 had previously been combined. Divided 1.03 acres on Fisk Road into 2 vacant lots. Map 027, Parcel 064.01. Administratively approved on 2-11-19.

C. REVISED FINAL PLAT FOR LOTS 1 AND 2 OF SHARON MEADOWS SUBDIVISION, VICK SURVEYING

Lots 1 and 2 had previously been combined. Redivided 1.03 acres on Fisk Road into 2 vacant lots. Map 027, Parcel 065.00 and 065.01. Administratively approved on 2-13-19.

D. COMBINATION PLAT OF THE SHEWMAKE PROPERTY, VICK SURVEYING

Took portions of two tracts (051-042.00 and 051-038.00) on Mountaintop Lane into a 1.09 acres lot. Administratively approved, subject to TDEC soil approval, on 2-13-19.

E. BELFIRE ADDITION, VICK SURVEYING

Adjusted the boundary between two tracts (059-013.08 and 059-013.01) on Dennys Lane to move the property line away from the house on 059-013.08. Administratively approved on 2-15-19.

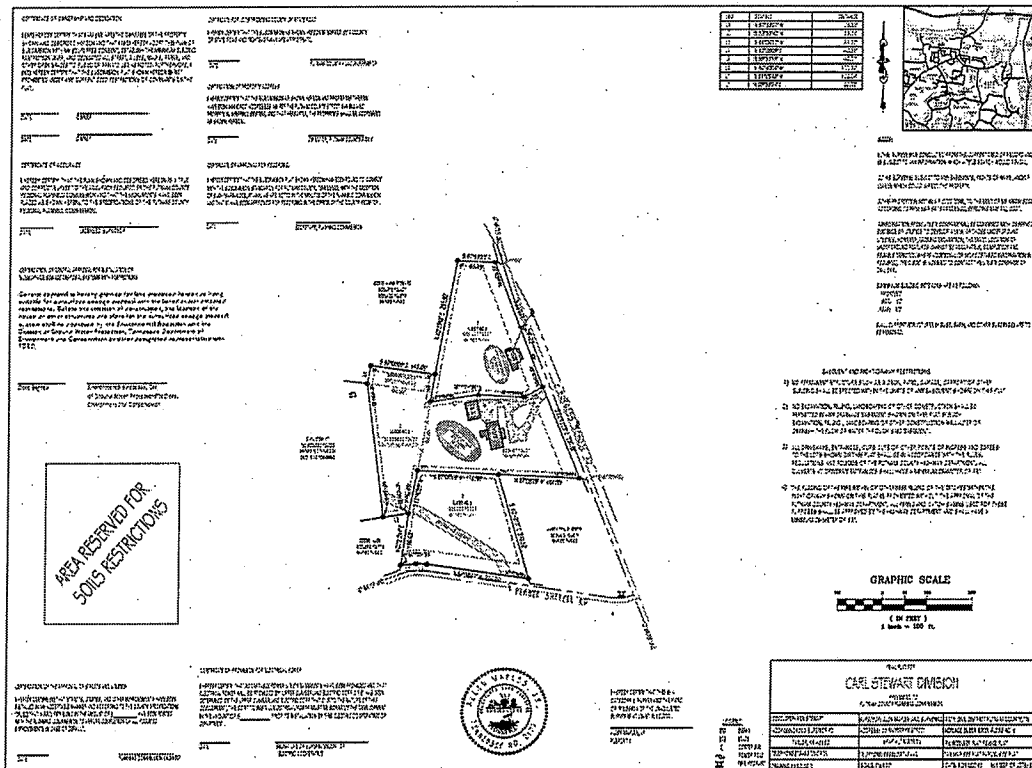
ITEM 8: SUBDIVISION PLATS

- A. DEFERRED: HARMONY HILLS SUBDIVISION FINAL PLAT, MAPLES SURVEYING:** This was formerly called Magnolia Heights and was granted preliminary approval in May 2018. This is the final plat consisting of 12 lots on Bowser Road, specifically 029P B 001.01 on 6.844 acres. All proposed lots are on an existing county road and are served by a six inch water line. There is one existing fire hydrant just off site that will serve the subdivision as well as one proposed fire hydrant. Lots 1-9 are 75 feet wide and just over 350 deep. Lot 3 has an existing house. The building shown on Lots 2, 6, and 7 will have to be moved or removed. A drainage easement along back of Lots 3-8 is shown on

the plat. Driveway access to Lot 12 due to the road bank has been restricted to being located along the common line with Lot 9. Developer asked to be deferred as they are still working on soils.

- B. DEFERRED: PEN HOOK ACRES PRELIMINARY PLAT, VICK SURVEYING:** The purpose of this plat is to divide one 76 acre on San Hall Road (Parcel 070-073.00) into 11 tracts ranging from 0.63 acres to 14.93 acres. This will require an extension of San Hall Road into the site. The extension will be approximately 1250 feet in length. Developer asked to be deferred as they are still working on an issue with the road.
- C. CARL STEWART DIVISION FINAL PLAT, MAPLES SURVEYING:** The purpose of this plat is to create three lots (two on Burgess School Road and one on Verble Sherrell Road from Parcel 095-014.00 and part of 095-012.01) with more than five acres remaining. There is a house shown on Lot 1. There is a fire hydrant shown at the corner of Verble Sherrell and Burgess School Road. There is a building shown on Lot 1 that has been torn down. Lot 2 was given awkward shape to achieve 2.00 acres. A pond is located just west of Lot 2. Rinks asked Surveyor if and where a house could be located on Lot 3. Surveyor was unsure. Lot 3 will need a drainage easement.

Allen Maples explained that this property was inherited and they are wanting to keep the house and 2 acres for a pending sale. The soils have been done and they are waiting on TDEC approval. The soil area for Lot 3 is north of the natural drain. Dale Moss moved to approve the plat with a variance on the house on Lot 1, subject to TDEC approval and the addition of the Planning Commission Engineer Plat certificate. Motion was seconded and approved unanimously.



- D. SANDRA A CHAPA DIVISION FINAL PLAT, VICK SURVEYING:** The purpose of this plat is to create two lots on Clarkrange Highway from Parcel 077-022.00. There is a house shown on Lot 2. The house has a wheelchair accessibility ramp that violated the front setback. Lot 2 will be 0.51 acres. Lot 1 will be 3.28 acres and has a garage and cottage. The garage has a covering (making it a lean-to) that extends toward the house on Lot 2 and into the side setback. The lots will share a driveway. The shared drive will probably be required by TDOT. Planning Director Rush and Planning Commission Engineer Rinks recommend that a drainage easement be located along the drain on the eastern property line of Lot 1.

MINUTES
APPROVED MARCH 5, 2019, AMENDED FEBRUARY 4, 2020
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
FEBRUARY 5, 2019

The Putnam County Regional Planning Commission met at 6:00 p.m. on Tuesday, February 5, 2019, in the conference room of the Putnam County Courthouse at 300 E. Spring Street in Cookeville. Members present were Chairman Richard Wright, Vice-Chair Kay Detwiler, Secretary Mike Atwood, Jere Mason, Dale Moss, Ted McWilliams, and Phil Wilbourn. Jim Martin and Ron Williamson were absent. Others present were Planning Director Kevin Rush, Engineer Patrick Rinks, County Mayor Randy Porter, Dawn Kupferer Rafferty Cleary of Stone Com Communications, and Jim Herrin of the Herald-Citizen.

ITEM 1: CALL TO ORDER AND ROLL CALL

Chairman Richard Wright called the meeting to order after a quorum was established.

ITEM 2: APPROVE THE FEBRUARY 5, 2019 AGENDA

The agenda was accepted by mutual consent. Before the meeting, Items 8A, 8B, and 8C were withdrawn by the developers. Item 8A (Barnett Division) was modified to be administratively approved and they are waiting on soils to be approved on 8B (Harmony Hills). There was an issue with the road on 8C (Penhook Acres). After some discussion, Item 9 was moved ahead of item 4.

ITEM 3: MINUTES OF THE JANUARY 8, 2018 MEETING

Jere Mason moved to approve the November 13, 2018 Minutes. Motion was seconded and approved unanimously with Chairman Wright abstaining.

ITEM 9: OTHER BUSINESS

Sports Complex Grant: The County is applying for a grant to improve the Sports Complex. One of the requirements of the grant is planning commission approval. Parks and Recreation Director John Albertson was scheduled to be here to discuss the grant, what the county is planning for the complex and answer any questions, but is sick with the flu. Dawn Kupferer explained to the planning commission what was going to be done using grant funds and what the project entailed. The planning commission asked several questions. Ms. Kupferer explained that the county has been awarded the grant, but that it is required to be approved by the planning commission. The grant is in the environmental phase meaning there are still some design elements to be determined. The grant will address safety issues with the pedestrian/automobile interface areas as well as increase accessibility of the site. Clinton Engineering has prepared the preliminary design of the site.

Dawn Kupferer and Randy Porter gave a PowerPoint presentation concerning the improvements at the Putnam County Sports Complex. The team shared that the project is being funded through the 2018 Local Park and Recreation Fund (LPRF) and is being administered through TDEC's Recreation Educational Services Department. The team showed the plans for two new soccer fields and the improvement of the existing entrance road, giving the planning commission the opportunity to review and approve the proposed plans.

Jere Mason moved to approve the grant and design as presented. Motion was seconded and approved unanimously with Chairman Wright voting.

ITEM 4: REVIEW OF APPROVED PRELIMINARY PLATS

Revised Westowne Estates Preliminary Plat, Whittenburg Surveying. Conditional preliminary approval 7/10/18.

Redivision of Lots 4 & 5 Beckner Estates, Jim Helton, Surveyor. Conditional preliminary approval 12/2/14. Extension granted until December, 2019.

Harmony Hills Preliminary Plat (formerly Magnolia Heights), Allen Maples, Surveyor. Conditional preliminary approval 5/1/18.

ITEM 5: OUTSTANDING LETTERS OF CREDIT: NONE

ITEM 6: ACCEPTANCE OF NEW STREETS: NONE

ITEM 7: REPORT ON ADMINISTRATIVELY APPROVED PLATS:

A. NATHAN THOMAS DIVISION, WHITTENBURG LAND SURVEYING

Created one 2.23 acres lot on Massa Road from Map 118, Parcel 019.00. Administratively approved, subject to TDEC soil approval, 1-23-19.

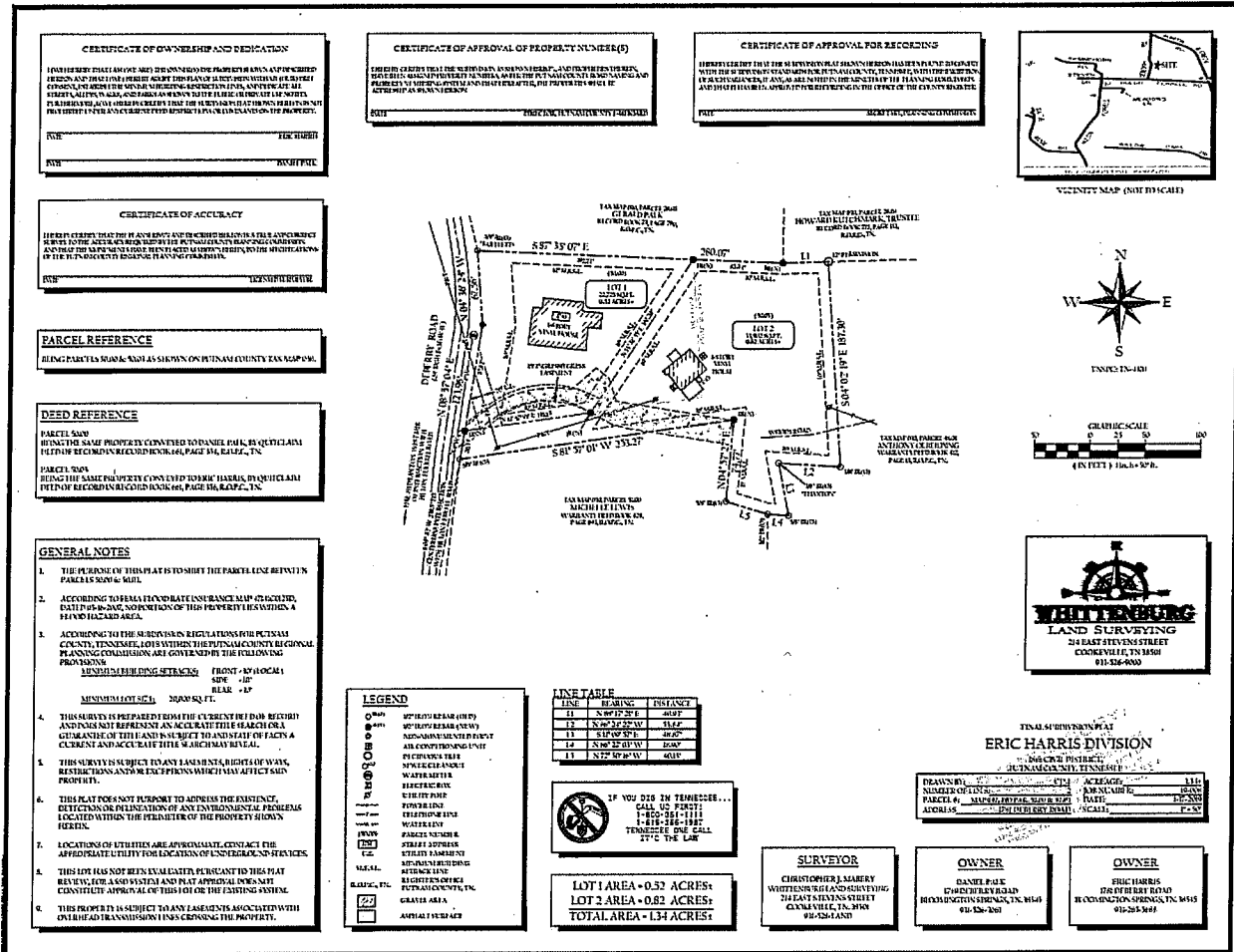
ITEM 8: SUBDIVISION PLATS

A. NEIL BARNETT DIVISION FINAL PLAT, MAPLES LAND SURVEYING: This is to create two lots from Parcel 056 040.02 on Dusty Lane totaling 3.195 acres. One lot will be 0.46 acres with an existing house (address is 752). The other lot has a building (address is 736) and will be 2.733 acres. This lot has been soil mapped and approved by TDEC. The house has an installed septic and the field lines cross into the proposed 2.7 acre lot. This area is shown with an easement for the field lines. Lots are served by a 2-inch water line. This plat was withdrawn as the owners decided to change the plat so that it can be administratively approved.

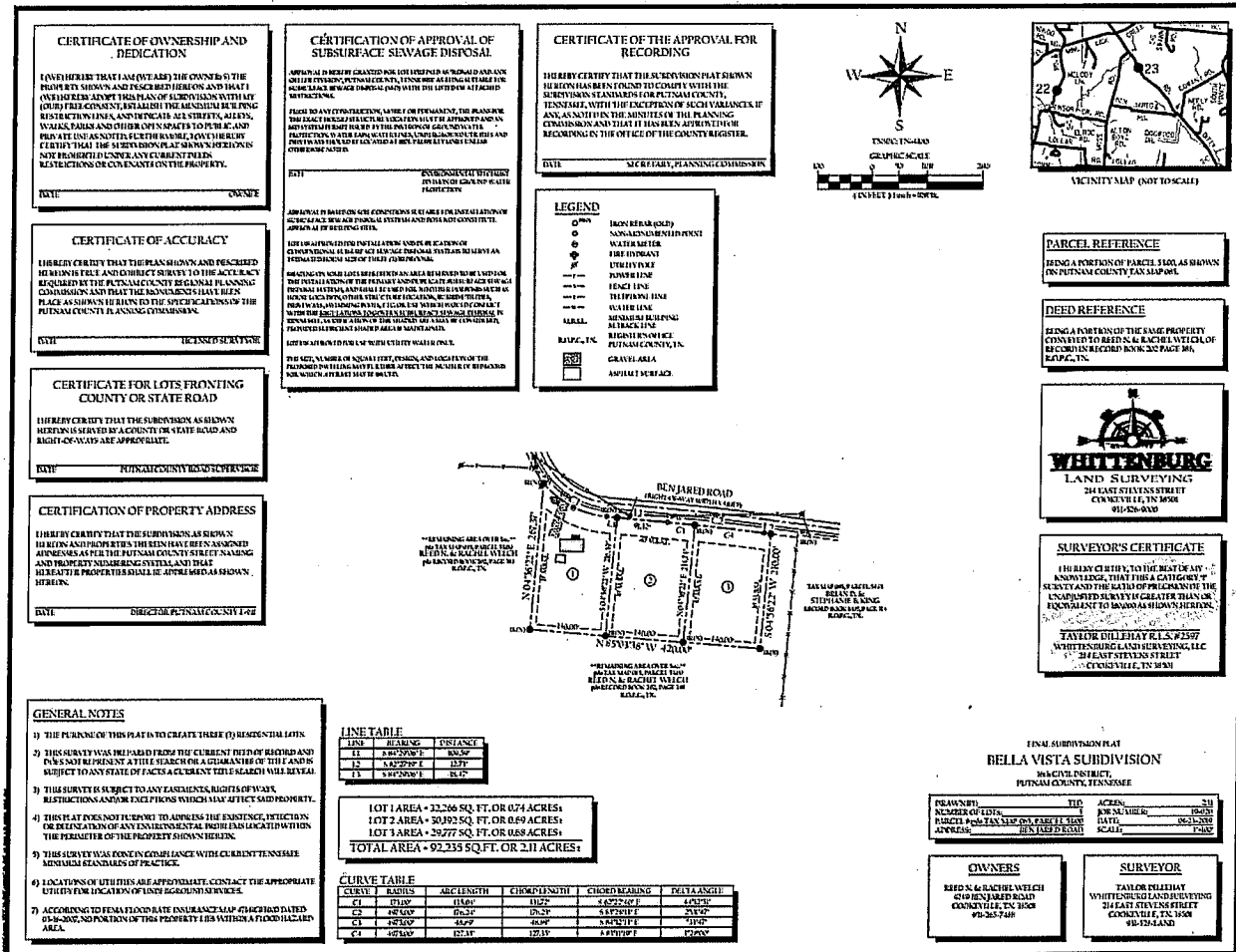
B. HARMONY HILLS SUBDIVISION FINAL PLAT, MAPLES SURVEYING: This was formerly called Magnolia Heights and was granted preliminary approval in May 2018. This is the final plat consisting of 12 lots on Bowser Road, specifically 029P B 001.01 on 6.844 acres. All proposed lots are on an existing county road and are served by a six inch water line. There is one existing fire hydrant just off site that will serve the subdivision as well as one proposed fire hydrant. Lots 1-9 are 75 feet wide and just over 350 deep. Lot 3 has an existing house. The building shown on Lots 2, 6, and 7 will have to be moved or removed. A drainage easement along back of Lots 3-8 is shown on the plat. Driveway access to Lot 12 due to the road bank has been restricted to being located along the common line with Lot 9. This plat was withdrawn as they are still waiting on soil approval by TDEC.

C. PEN HOOK ACRES PRELIMINARY PLAT, VICK SURVEYING: The purpose of this plat is to divide one 76 acre on San Hall Road (Parcel 070-073.00) into 11 tracts ranging from 0.63 acres to 14.93 acres. This will require an extension of San Hall Road into the site. The extension will be approximately 1250 feet in length. This plat was withdrawn by the developer prior to the meeting.

D. ERIC HARRIS DIVISION FINAL PLAT, WHITTENBURG SURVEYING: The purpose of this plat is to change the lot line between two existing tracts on Deberry Road (Parcels 030-050.00 and 030-050.03). The current lot line currently runs through a house on Lot 2. The house on Lot 2 is accessed on a shared driveway. This plat is to clean up the mess with the property line. There is a large drain that crosses the Deberry Road along the northern property lines of these lots. There needs to be a drainage easement on the drain as well as the culvert needs to be shown. They are doing an addition to the house and the bank is requiring a corrected plat. The owners of lot 1 live in Seattle WA and they are working on a maintenance agreement for the shared driveway. Dale Moss moved to approve the plat subject to all culverts and tiles being shown on the plat, a draining easement being added, and the driveway maintenance agreement being recorded. Motion was seconded and approved unanimously with Chairman Wright abstaining.



E. BELLA VISTA FINAL PLAT, WHITTENBURG SURVEYING: The purpose of this plat is to create three lots on Ben Jared Road from Parcel 085-053.00 with more than five acres remaining. There is a house shown on Lot 1. There is a fire hydrant shown at the corner of Lot 1 and the remaining acreage. The right-of-way should be shown as 25 feet off center with additional dedication if less than 25 feet from center. The house on lot one has been torn down. Jere Mason moved to approve the plat subject to all signatures. Motion was seconded and approved unanimously with Chairman Wright abstaining.



F. CARL STEWART DIVISION FINAL PLAT, MAPLES SURVEYING: The purpose of this plat is to create three lots (two on Burgess School Road and one on Verble Sherrell Road from Parcel 095-014.00 and part of 095-012.01) with more than five acres remaining. There is a house shown on Lot 1. There is a fire hydrant shown at the corner Verble Sherrell and Burgess School Road. There is a building shown on lot 1 that has been torn down. Lot 3 will need a drainage easement. No one was present to discuss this development, it was deferred until the next meeting.

[illegible]

ITEM 10: STAFF REPORTS

- Report from Chairman-None
- Report from Planning Commission Engineer-None
- Report from Planning Director-None
- Report from Other Members-None

ITEM 11: ADJOURNMENT

~~Chairman~~

Secretary

2-4-20
Date

Date _____

2-4-20
Date

Date _____

**MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
FEBRUARY 5, 2019**

The Putnam County Regional Planning Commission met at 6:00 p.m. on Tuesday, February 5, 2019, in the conference room of the Putnam County Courthouse at 300 E. Spring Street in Cookeville. Members present were Chairman Richard Wright, Vice-Chair Kay Detwiler, Secretary Mike Atwood, Jere Mason, Dale Moss, Ted McWilliams, and Phil Wilbourn. Jim Martin and Ron Williamson were absent. Others present were Planning Director Kevin Rush, Engineer Patrick Rinks, County Mayor Randy Porter, Dawn Kupferer, Rafferty Cleary of Stone Com Communications, Jim Herrin of the Herald-Citizen, and Chris Maberry with Whittenburg Surveying.

ITEM 1: CALL TO ORDER AND ROLL CALL

Chairman Richard Wright called the meeting to order after a quorum was established.

ITEM 2: APPROVE THE FEBRUARY 5, 2019 AGENDA

The agenda was accepted by mutual consent. Before the meeting, Items 8A, 8B, and 8C were withdrawn by the developers. Item 8A (Barnett Division) was modified to be administratively approved and they are waiting on soils to be approved on 8B (Harmony Hills). There was an issue with the road on 8C (Penhook Acres). After some discussion, Item 9 was moved ahead of item 4.

ITEM 3: MINUTES OF THE JANUARY 8, 2019 MEETING

Ted McWilliams moved to approve the January 8, 2019 Minutes. Motion was seconded and approved unanimously with Chairman Wright abstaining.

ITEM 9: OTHER BUSINESS

Sports Complex Grant: The County is applying for a grant to improve the Sports Complex. One of the requirements of the grant is planning commission approval. Parks and Recreation Director John Albertson was scheduled to be here to discuss the grant, what the county is planning for the complex and answer any questions, but was sick with the flu. Dawn Kupferer explained to the planning commission what was going to be done using grant funds and what the project entailed. The planning commission asked several questions. Ms. Kupferer explained that the county has been awarded the grant, but that it is required to be approved by the planning commission. The grant is in the environmental phase meaning there are still some design elements to be determined. The grant will address safety issues with the pedestrian/automobile interface areas as well as increase accessibility of the site. Clinton Engineering has prepared the preliminary design of the site. Jere Mason moved to approve the grant and design as presented. Motion was seconded and approved unanimously with Chairman Wright voting.

ITEM 4: REVIEW OF APPROVED PRELIMINARY PLATS

Revised Westowne Estates Preliminary Plat, Whittenburg Surveying. Conditional preliminary approval 7/10/18.

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ITEM 7: REPORT ON ADMINISTRATIVELY APPROVED PLATS:

A. NATHAN THOMAS DIVISION, WHITTENBURG LAND SURVEYING

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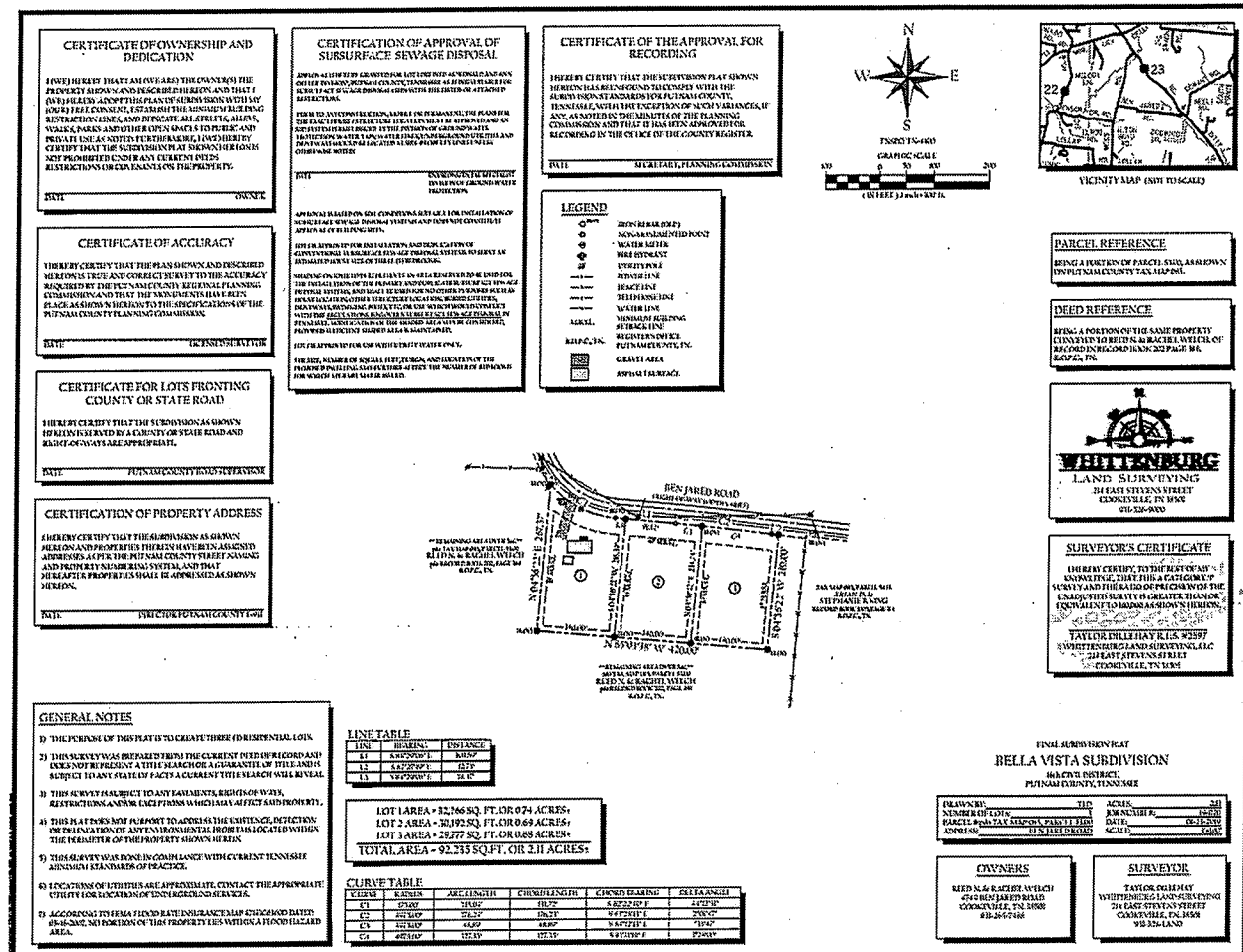
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This lot has been soil mapped and approved by TDEC. The house has an installed septic and the field lines cross into the proposed 2.7 acre lot. This area is shown with an easement for the field lines. Lots are served by a 2-inch water line. This plat was withdrawn as the owners decided to change the plat so that it can be administratively approved.

- B. HARMONY HILLS SUBDIVISION FINAL PLAT, MAPLES SURVEYING:** This was formerly called Magnolia Heights and was granted preliminary approval in May 2018. This is the final plat consisting of 12 lots on Bowser Road, specifically 029P B 001.01 on 6.844 acres. All proposed lots are on an existing county road and are served by a six inch water line. There is one existing fire hydrant just off site that will serve the subdivision as well as one proposed fire hydrant. Lots 1-9 are 75 feet wide and just over 350 deep. Lot 3 has an existing house. The building shown on Lots 2, 6, and 7 will have to be moved or removed. A drainage easement along back of Lots 3-8 is shown on the plat. Driveway access to Lot 12 due to the road bank has been restricted to being located along the common line with Lot 9. This plat was withdrawn as they are still waiting on soil approval by TDEC.
- C. PEN HOOK ACRES PRELIMINARY PLAT, VICK SURVEYING:** The purpose of this plat is to divide one 76 acre on San Hall Road (Parcel 070-073.00) into 11 tracts ranging from 0.63 acres to 14.93 acres. This will require an extension of San Hall Road into the site. The extension will be approximately 1250 feet in length. This plat was withdrawn by the developer prior to the meeting.
- D. ERIC HARRIS DIVISION FINAL PLAT, WHITTENBURG SURVEYING:** Chris Maberry presented this plat. The purpose of the plat is to change the lot line between two existing tracts on Deberry Road (Parcels 030-050.00 and 030-050.03). The current lot line currently runs through a house on Lot 2. The house on Lot 2 is accessed on a shared driveway. This plat is to clean up the mess with the property line. There is a large drain that crosses the Deberry Road along the northern property lines of these lots. There needs to be a drainage easement on the drain as well as the culvert needs to be shown. They are doing an addition to the house and the bank is requiring a corrected plat. The owners of Lot 1 live in Seattle, WA and they are working on a maintenance agreement for the shared driveway. Dale Moss moved to approve the plat subject to all culverts and tiles being shown on the plat, a drainage easement being added, and the driveway maintenance agreement being recorded. Motion was seconded and approved unanimously with Chairman Wright abstaining.

Minutes of the Putnam County Regional Planning Commission February 5, 2019 Meeting



- F. CARL STEWART DIVISION FINAL PLAT, MAPLES SURVEYING:** The purpose of this plat is to create three lots (two on Burgess School Road and one on Verble Sherrell Road from Parcel 095-014.00 and part of 095-012.01) with more than five acres remaining. There is a house shown on Lot 1. There is a fire hydrant shown at the corner of Verble Sherrell and Burgess School Road. There is a building shown on Lot 1 that has been torn down. Lot 3 will need a drainage easement. No one was present to discuss this development. It was deferred until the next meeting.

- Report from Chairman-None
- Report from Planning Commission Engineer-None
- Report from Planning Director-None
- Report from other Members-None

Kay Deturle
Chairman

Vice-Chair

Mikie
Secretary

Date 3/5/19

3-5-19
Date

**MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
JANUARY 8, 2019**

The Putnam County Regional Planning Commission met at 6:00 p.m. on Tuesday, January 8, 2019, in the conference room of the Putnam County Courthouse at 300 E. Spring Street in Cookeville. Members present were Chairman Richard Wright, Secretary Mike Atwood, Jere Mason, Dale Moss, Ted McWilliams, and Phil Wilbourn. Vice-Chair Kay Detwiler, Jim Martin, and Ron Williamson were absent. Others present were Planning Director Kevin Rush, Engineer Patrick Rinks, Taylor Dillehay of Whittenburg Surveying, Bob Southerlan, Rusty Norrod with Clinton Surveying, Justin Cumby, and Jim Herrin of the Herald-Citizen.

ITEM 1: CALL TO ORDER AND ROLL CALL

Chairman Richard Wright called the meeting to order after a quorum was established.

ITEM 2: APPROVE THE JANUARY 8, 2019 AGENDA

The agenda was accepted by mutual consent. Before the meeting, one item 8E (Magnolia Heights Final Plan) was withdrawn by the developers.

ITEM 3: MINUTES OF THE NOVEMBER 13, 2018 MEETING

Jere Mason moved to approve the November 13, 2018 Minutes. Motion was seconded and approved unanimously with Chairman Wright abstaining.

ITEM 4: REVIEW OF PRELIMINARY PLATS PREVIOUSLY APPROVED

Revised Westowne Estates Preliminary Plat, Whittenburg Surveying. Conditional preliminary approval 7/10/18.

Redivision of Lots 4 & 5 Beckner Estates, Jim Helton, Surveyor. Conditional preliminary approval 12/2/14. Extension granted until December 2018.

Harmony Hills Preliminary Plat, (formerly Magnolia Heights) Allen Maples, Surveyor. Conditional preliminary approval 5/1/18.

ITEM 5: OUTSTANDING LETTERS OF CREDIT: NONE

ITEM 6: ACCEPTANCE OF NEW STREETS: NONE

ITEM 7: REPORT ON ADMINISTRATIVELY APPROVED PLATS:

A. JODY REECER DIVISION, WHITTENBURG LAND SURVEYING

Adjusted line between Map 038 Parcels 025.27 and 025.03 on Claude Loftis Road. Administratively approved 12-19-18.

ITEM 8: SUBDIVISION PLATS

- A. REDIVISION OF LOTS 4 & 5 BECKNER ESTATES, JIM HELTON SURVEYOR.** This is to re-subdivide Lots 4 and 5 of the Beckner Estates into six lots from Parcels 008M A 004.00 and 005.00 on Beckner Lane. Lots will range from 0.836 to 1.416 acres. Lots will be served by a 6-inch water line. Here are the Minutes from the December 2014 meeting in which this was originally approved: **"Redivision of Lots 4 & 5 Beckner Estates—Jim Helton, Surveyor.** This preliminary plat of the redivision of Lots 4 and 5 of the Beckner Estates (Tax Map 008M, Group A, Parcels 004.00 and 005.00) consists of six lots on an extended Beckner Lane. A six-inch water line extension is shown on the plat, with a new hydrant to serve the lots. The developer is Bob Southerlan. Planning Director Rush and Planning Commission Engineer Rinks stated that the following needed to be corrected on the plat: the cul-de-sac radius was platted at 50 feet and should be 55 feet; there was a house on Lot 13 that was not shown, and the hydrant from the previous subdivision was shown in the wrong location; and topographic contours need to be added. It was noted that the rock that was laid as part of the existing driveway (which will be part of the extended road) may or may not be considered adequate for the proposed road, at the discretion of County Road Supervisor Randy Jones. John Donnelly made a motion to approve the preliminary plat subject to the cul-de-sac radius being changed to 55 feet, the hydrant location being corrected, the addition of topographic contours, and

the house on Lot 13 being shown. Motion was seconded and approved unanimously with Chairman Wright abstaining." The preliminary approval was for 3 years. The planning commission granted an additional extension to December 2018. Mr. Southerlan contacted me about getting on the December 2018 meeting agenda but did not make the deadline. Mr. Sutherlan would like to ask for final approval at this meeting, and not be required to resubmit for preliminary approval again. The submitted final plat does not show the house on Lot 13.

[illegible]

The plan and profile of the road was submitted as well.

Minutes of the Putnam County Regional Planning Commission January 8, 2019 Meeting

CERTIFICATE OF OWNERSHIP AND DEDICATION

I hereby certify that I am the owner of the property shown on this plat and that I have the right to dedicate the same to the public use of the community as shown on this plat. I have caused the plat to be prepared and recorded in accordance with the provisions of the Tennessee Subdivision Map Act, Chapter 136, Tennessee Code Annotated, and I have caused the plat to be signed and sealed by a Notary Public in and for the State of Tennessee. I have caused the plat to be recorded in the Office of the Register of Deeds for the County of Davidson, Tennessee, and I have caused the plat to be published in a newspaper of general circulation in the County of Davidson, Tennessee, for a period of thirty (30) days prior to the date of recording of this plat. I have caused the plat to be published in a newspaper of general circulation in the County of Davidson, Tennessee, for a period of thirty (30) days prior to the date of recording of this plat. I have caused the plat to be published in a newspaper of general circulation in the County of Davidson, Tennessee, for a period of thirty (30) days prior to the date of recording of this plat.

Date: _____

Signature: _____

CERTIFICATE OF EXISTING WATER LINES

I hereby certify that the water lines shown herein are in place and maintained by the City of Nashville, Tennessee.

Date: _____

Signature: _____

CERTIFICATE OF APPROVAL FOR RECORDING

I hereby certify that the subdivision shown herein has been found to comply with the provisions of the Tennessee Subdivision Map Act, Chapter 136, Tennessee Code Annotated, and that it has been approved for recording in the Office of the Register of Deeds for the County of Davidson, Tennessee.

Date: _____

Signature: _____

CERTIFICATE OF ADJOINING PROPERTY

I hereby certify that the adjacent property shown herein is owned by _____ and is not subject to any liens or encumbrances.

Date: _____

Signature: _____

CERTIFICATE OF APPROVAL OF PROPERTY LINES

I hereby certify that the subdivision shown herein and the property lines have been found to comply with the provisions of the Tennessee Subdivision Map Act, Chapter 136, Tennessee Code Annotated, and that it has been approved for recording in the Office of the Register of Deeds for the County of Davidson, Tennessee.

Date: _____

Signature: _____

CERTIFICATE OF APPROVAL OF EASEMENTS

I hereby certify that the easements shown herein are in place and maintained by the City of Nashville, Tennessee.

Date: _____

Signature: _____

CERTIFICATE OF EASEMENTS

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Date: _____

Signature: _____

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Date: _____

Signature: _____

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Date: _____

Signature: _____

B. JOHN & EULAH GENTRY DIVISION FINAL PLAT, WHITTENBURG SURVEYING. This is to create three lots from Parcel 095 072.00 at the corner of Eller Ridge Road and Burgess School Road. Lots will all be 0.56 acres. Lots are served by a 6 inch water line. This will require being served by a fire hydrant, which was not shown on the plat. This plat was submitted for the February 2018 meeting but withdrawn by the developer. Staff had reviewed and sent surveyor a list of corrections for the plat, which have been completed and the plat updated.

Jere Mason moved to approve the final plat. Motion was seconded and approved unanimously with Chairman Wright abstaining.

CERTIFICATION OF APPROVAL OF SUBSISTANCE
SENIOR DISCOUNT

CERTIFICATE OF OWNERSHIP AND DEDICATION

CERTIFICATE OF APPROVAL FOR RECORDING

CERTIFICATE OF ACCURACY

CERTIFICATION OF APPROVAL OF PROPERTY NUMBER(S)

CERTIFICATE OF PROVISION FOR ELECTRICAL TOWER

CERTIFICATE FOR WATER SUPPLY

GENERAL NOTES

LEGEND

LINE TABLE

OWNERS

SURVEYOR

PARCEL REFERENCE

DEED REFERENCE

WHITTENBURG LAND SURVEYING

SURVEYOR'S CERTIFICATE

JOHN & EULAH GENTRY DIVISION

LOT AREA - 25,216 SQ. FT. OR 0.59 ACRES
LOT AREA - 24,325 SQ. FT. OR 0.56 ACRES
LOT AREA - 25,216 SQ. FT. OR 0.59 ACRES
TOTAL AREA - 74,757 SQ. FT. OR 1.73 ACRES

- C. NEIL BARNETT DIVISION FINAL PLAT, MAPLES LAND SURVEYING.** This is to create two lots from Parcel 056 040.02 on Dusty Lane totaling 3.195 acres. One lot will be 0.46c acres with an existing house (address is 752). The other lot has a building (address is 736) and will be 2.733 acres. This lot has been soil mapped and approved by TDEC. The house has an installed septic and the field lines cross into the proposed 2.7 acre lot. This area is shown with an easement for the field lines. Lots are served by a 2-inch water line. Discussion was held concerning re-drawing plat so field lines would be on same lot.

The plat was deferred until the next meeting due to representation not being present at the meeting to answer questions related to the plat.

[illegible]

D. **REDIVISION OF LOTS 1 AND 2 OF WILLIAMS SUBDIVISION FINAL PLAT, CLINTON SURVEYING.** This is to adjust the boundary between two lots (Map 085 Parcels 026.01 and 026.02) on Ditty Road. This will reduce Lot 2 from 0.90 acres to 0.79 acres. However, the change will move a portion of the soil area from Lot 2 into Lot 1. As a consequence of this change, additional soil area is required. The additional soil area is shown in an easement on Lot 1. A house has been built on Lot 1 and one is under construction on Lot 2.

Rusty Norrod stated that the builder built the house on Lot 1 too close to the line for the driveway. A portion of the soil area on Lot 2 was disturbed by the construction of the house on Lot 1. The house is under construction on Lot 2, which has enough septic area for the primary on the lot, but not the duplicate area. That is being proposed on Lot 1. Builder has already installed pipes under the concrete driveways to the duplicate soil area on Lot 1. Staff stated that the builder really created a mess and that this is trying to fix the problem and sees no issue since there are no new lots being created. Planning Commission Engineer Rinks stated that those pipes and drainage tiles under the driveway needs to be shown on the plat. Recommend that easement be referred to on both deeds.

Jere Mason moved to approve the plat with the septic easement subject to the tiles and pipes under the driveway being shown on the plat. Motion was seconded and approved unanimously with Chairman Wright abstaining.

CERTIFICATE OF OWNERSHIP AND DEDICATION

I (we) hereby certify that I am (we are) the owner(s) of the property shown and described herein and that I (we) hereby accept this plat of subdivision with my (our) free and voluntary consent, without any reservation, claim, or other right or interest in the property, and I (we) hereby certify that the subdivision plat shown herein is not prohibited under any current deed restrictions or covenants on the property.

Date Signed _____ Owner's Signature _____

Date Signed _____ Owner's Signature _____

CERTIFICATE OF APPROVAL FOR RECORDING

I hereby certify that the Subdivision Plat shown herein has been found to comply with the Subdivision Regulations for Putnam County, Tennessee, with the exception of such violations, if any, as are noted in the minutes of the Planning Commission, and that it has been approved for recording in the office of the county register.

Date Signed _____ Secretary, Planning Commission _____

SPECIAL FLOOD HAZARD AREA (SFHA) DETERMINATION
According to the FEMA Flood Map # 470500000000, Dated 10/6/01, Check One:

— No areas of the subject property depicted on this plat are in a SFHA.

— All of the subject property depicted on this plat is in a SFHA.

— Shaded areas of the subject property depicted on this plat are in a SFHA.

CURRENT SUBDIVISION REFERENCE
LOT 1 & LOT 2
"WILLIAMS SUBDIVISION"
(PLAT C.B. 8, PAGE 28 B)

LEGEND

Minimum Building Set Backs:
Front - 25 Feet
Side - 10 Feet
Rear - 10 Feet

■ Modern Fence Post
HWP ■ Heavy Fence Post
A 1/2" Rebar St
O 1/2" Rebar St
Q Utility Pole

— Center of Paved Road
— Fence Line
— Overhead Electric
— 3" Water Line (Apparent)
— Overhead Telephone

Boundary Line Table

LINE	BEGINNING	END	LENGTH
1	24°50'00"N	81.87'	
2	15°31'27"E	18.18'	
3	24°50'00"N	81.87'	
4	24°50'00"N	81.87'	

NOTES:

- The survey is prepared from the current deed of record and does not represent a title search or a guarantee of title and is subject to any state of title a current of title and is subject to any state of title a current of title search will reveal.
- This survey is subject to any easements, rights-of-way restrictions and/or encroachments which may affect said survey.
- All corners are 1/2" rebar unless otherwise noted.
- Source of Title: R.B.1046, Page 75.
- Property is not currently zoned.
- Any and All (Present and Future) Owners of Lot 2 will have the right to install and maintain septic field lines in the easement area shown on Lot 1.
- Any and All (Present and Future) Owners of Lot 1 have the obligation to never disturb the soils in the area shown on "Field Line Easement".

I hereby certify that the survey shown herein was prepared in accordance with the current Tennessee Surveying Laws, and that the survey is a true and correct survey of the property shown herein.

Surveyed and Certified by: _____
Surveyor: _____
300 South Lane Avenue, Suite 6
Brentwood, TN 37020

CERTIFICATE OF ACCURACY

I hereby certify that the plat shown and described herein is a true and correct survey to the level of accuracy required by the Putnam County Regional Planning Commission and that the documents have been placed on record herein to the satisfaction of the Putnam County Regional Planning Commission.

Date Signed _____ Registered Land Surveyor
Tennessee Number: 2035

GRAPHIC SCALE 1"=100'
0 100 200 300

Vicinity Map (RTSU)

CERTIFICATE OF GENERAL APPROVAL FOR INSTALLATION OF SURFACE SEWAGE DISPOSAL SYSTEMS WITH RESTRICTIONS

Approval is hereby granted for Lot 2 defined as the "Redvision of Lots 1 & 2 of Williams Subdivision in Putnam County, Tennessee" as being suitable for surface sewage disposal (SSD) with the listed or attached restrictions.

Prior to any construction of a structure, mobile or permanent, the plans for the exact house/structure location must be approved and an SSD system permit issued by the Division of Ground Water Protection. Water table, water or lines, underground utilities and driveway should be located at side property lines unless otherwise noted.

Environmental Specialist: _____ Date: _____
Division of Ground Water Protection

Approval is based on soil conditions suitable for installation of Surface Sewage Disposal Systems and does not constitute approval of building plans.

Grading on Lot 2 represents an area reserved to be used for the installation of the primary and duplicate surface sewage disposal systems, and shall be used for no other purpose such as house location, other structure location, buried utilities, driveway, swimming pools, etc., or use which would conflict with the REGULATIONS TO GOVERN SURFACE SEWAGE DISPOSAL in Tennessee. Modification of the graded area may be considered provided sufficient graded area is maintained.

Lots 2 are approved for use with utility water only.

All underground utilities and driveways must enter along the property lines.

The size, number of square feet, design, and location of the proposed dwelling may further affect the number of bedrooms for which a permit may be issued.

Lots 2 are approved for the installation and duplication area of a conventional surface sewage disposal system (SSD) to serve a maximum house size of 3 bedrooms.

Some lots may require a pump system to transfer septic tank effluent to areas of the lot with suitable soil conditions for disposal.

Lot 1 has not been evaluated, pursuant to this plat review, for an SSD system and does not constitute approval of this lot or the existing system.

FINAL PLAT OF "REDVISION OF LOTS 1 & 2 OF WILLIAMS SUBDIVISION"

PRESENTED TO PUTNAM COUNTY PLANNING COMMISSION
16th Civil District Putnam County Tennessee

DEVELOPER: A New Day Contracting Inc.	SURVEYOR: Dream Surveying
ADDRESS: 300 S. 2ND ST. Greenville, TN 38032	ADDRESS: 300 S. 2ND ST., Suite 6 Greenville, TN 38032
TELEPHONE: 423.241.1401	TELEPHONE: 423.373.0471
ENGINEER: _____	ACRES: 6.84
ADDRESS: _____	NUMBER OF LOTS: 12
TELEPHONE: _____	SCALE: AS SHOWN (DATE: 12-18-18)

E. HARMONY HILLS SUBDIVISION FINAL PLAT, MAPLES SURVEYING. This was formerly called Magnolia Heights and was granted preliminary approval in May 2018. This is the final plat consisting of 12 lots on Bowser Road, specifically 029P B 001.01 on 6.844 acres. All proposed lots are on an existing county road and are served by a six inch water line. There is one existing fire hydrant just off site that will serve the subdivision as well as one proposed fire hydrant. Lots 1-9 are 75 feet wide and just over 350 deep. Lot 3 has an existing house. The building shown on Lots 2, 6, and 7 will have to be moved or removed. A drainage easement along back of Lots 3-8 is shown on the plat. Driveway access to Lot 12 due to the road bank has been restricted to be located along the common line with Lot 9.

This item was withdrawn before the meeting. No action taken.

ITEM 9: OTHER BUSINESS

By-Laws Amendment: Staff presented the planning commission with a set of by-laws with a proposed amendment. Staff proposes that Section 8 A of the by-laws be amended from:

- A. At any regular meeting of the Planning Commission, the following shall be the regular order of business:
1. Roll call
 2. Minutes of the preceding meeting
 3. Public hearings
 4. Old business
 5. Report of the Chairman
 6. Report of the County Planner

7. New business
8. Adjournment

to read as follows:

A. At any regular meeting of the Planning Commission, the following shall be the regular order of business:

1. Call to Order and Roll Call
2. Approve Agenda
3. Approve Minutes of Previous Meeting
4. Review of Approved Preliminary Plats
5. Outstanding Letters of Credit
6. Acceptance of New Streets
7. Report on Administratively Approved Plats
8. Subdivision Plats
9. Other Business
10. Staff reports
 - Report from Chairman
 - Report from Planning Commission Engineer
 - Report from Planning Director
 - Report from Other Members
11. Adjournment

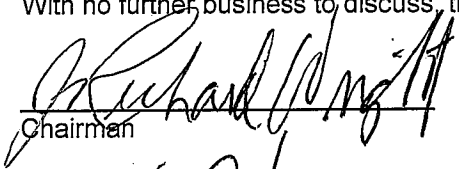
Staff stated that the only reason for this change is to make the order of the meeting match the order specified in the by-laws. During discussion of this amendment, the planning commission also reviewed Section 6 with regard to voting, which states: 'At all meetings of the Planning Commission, each member attending shall be entitled to cast one vote. Voting shall be by voice vote.' There was concern that the section limited the means by which the planning commission voted on an item to only a voice vote. Ted McWilliams moved to adopt the by-laws as presented by staff after deleting "Voting shall be by voice vote." from Section 6. Motion was seconded and approved unanimously with Chairman Wright voting aye.

ITEM 10: STAFF REPORTS

- Report from Chairman-None
- Report from Planning Commission Engineer-None
- Report from Planning Director- Planning Director Rush stated the he had been contacted by a developer who was looking at subdividing a farm into a large number of lots on Baxter Road at Cookeville Boatdock Road.
- Report from other members-None.

ITEM 11: ADJOURNMENT

With no further business to discuss, the meeting was adjourned by mutual consent.


Chairman


Date


Secretary


Date